

## **POSITION DESCRIPTION**

**Mankato Area Public Schools  
Community Education Department  
ACES School Age Care Program**



### **I. Title:**

ACES Child Care Associate

### **II. Job Summary:**

ACES is a child care program for elementary-age students in various schools throughout the district.

The Child Care Aide Associate works under the guidance of site leadership to support a safe and engaging environment for children enrolled in the ACES program.

### **III. Major Responsibilities:**

- Actively participate in and support daily activities as directed by supervisor
- Model social skills, personal responsibility, problem-solving and respect for others
- Communicate and interact with staff, students, and parents/guardians clearly with kindness and respect
- Support a safe and positive environment by following procedures and asking questions of supervisor
- Assist with set up and clean up as directed by supervisor
- Attend all staff meetings and required trainings
- Other duties as assigned by supervisor

### **IV. Required Qualifications:**

- Must be 15 years of age
- Must pass a background check through the Minnesota Department of Human Services
- Must ensure availability to commute to the assigned work site as required

### **V. Work Environment:**

The ability to work in a busy and noisy environment with constant interruptions.

### **VI. Organizational Relationship:**

Child Care Aide Associate reports to the Site Lead and Site Specialist.

### **VII. Hours:**

Hours are assigned by the ACES office. Available school year hours are part-time. Available summer hours range from part-time to full-time. Shifts are subject to change based on attendance trends and student needs.

**VIII. Rate of Pay:**

Starting pay is \$13.00/hour