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**MILACA PUBLIC SCHOOLS  
JOB DESCRIPTION**

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**SUMMER KIDS TOWN ASSISTANT**

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Reports to: Kids Town Coordinator Dept: Community Education Terms: Summer Temporary

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**JOB SUMMARY**

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Assists the Kid's Town Coordinator in providing quality and engaging childcare for elementary school students. Assists in planning, implementing, and supervising age-appropriate childcare activities consistent with the goals and objectives of the program.

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**QUALIFICATIONS**

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**Education:**

- High school diploma or equivalent

**Work Experience:**

- One year experience of working with children

**Special Knowledge/Essential Skills:**

- Demonstrates planning and implementation skills
  - Knowledge of behaviors and development of children, and appropriate guidance techniques
  - Flexibility and adaptability
  - Skills in communicating and working with young children, adults, and co-workers
  - Demonstrates trust, openness, respect, and caring for others
  - Strong organizational skills and a self – motivator
  - Ability to effectively manage and supervise students
  - Ability to exert up to 50 pounds of force occasionally, up to 20 pounds frequently, and up to 5 pounds constantly
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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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- **Program Support:**
  - Under the direction of the Kidstown Coordinator, implements and supervises planned activities and developmentally-appropriate group play. Guides children in problem-solving and social awareness skills as needed. Models strategies for positive peer interactions.

- Assists in preparing classroom supplies and materials for the program. Sets-up classrooms according to plans. Prepares beverages, and snacks for classes as needed.
- Assists in supplies maintenance; sets up storage and rotation of classroom materials;
- Promotes and protects the physical well-being of all children. Performs duties to ensure compliance with all relevant health and safety regulations. Provides first aid when necessary and completes required district forms on injury and/or behavioral incidences.
- **Communication and teamwork:**
  - Greets parents and children upon arrival and departure. Addresses parent questions and concerns, as appropriate, or refers issues to the Kidstown Coordinator.
  - Maintains a working relationship with other community education staff, custodians, and school district personnel.
  - Attends training sessions, staff meetings, workshops, or in-services as required.
- Other duties as assigned.

*Disclaimer: This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*