



POSITION DESCRIPTION WACONIA PUBLIC SCHOOLS

SECTION I: GENERAL INFORMATION

Position Title: Teaching Assistant	Department: Community Education
Immediate Supervisor's Position Title: Varies	FLSA Status: Non-Exempt
Job Summary: This classification represents a broad grouping of positions responsible for providing program support, student guidance, monitoring, role modeling and engaging students in structured and unstructured program activities and events within various programs of Community Education. Positions assigned to this classification differ from other classifications within the occupational series in that positions assigned to this level do not require the same qualifications as Educational Assistants, but do work closely with children and program staff. They are expected to apply good judgment in dealing with and supervising children. Essential duties outlined below are intended as “representative” examples of the level, nature and decision-making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ul style="list-style-type: none">Assists the staff in the set up and planning for daily age appropriate activities or in assembling materials, supplies, games, toys, etc., depending upon the needs within the classroom.<ul style="list-style-type: none">a) Sets up tables or equipment, assembles materials and supplies. Organizes storage areas, art supplies, science table, dramatic play areas, and staff work areas.b) Meets with program staff to determine events, activities and lesson plans.c) Assists staff in planning activities.d) Assists staff in creating a proper learning classroom environment.e) Maintains an inventory of classroom supplies and notifies supervisor when supply is low. Replenishes supplies and materials as needed.Participates in classroom activities and assists in supervising children in assigned program areas. Monitors and observes children to assure safety.<ul style="list-style-type: none">a) Prepares and sets up snacks.b) Models and guides students in age-appropriate language, learning skills and play. Assists students with self-help skills.c) Assists in documenting behaviors and screening processes or procedures.d) Plays and interacts with children during separation time from parents; reads to children and provides toys or activities that are age appropriate.e) Interacts with and assists in supervising children in structured small group play, events or assigned areas and activities. Works 1:1 in play time or works with groups in reading stories or other activities, as directed.f) Removes and disinfects all mouthed toys per procedures. Assists in cleaning and straightening the classroom.g) Participates and monitors student and parent interactions during activities and appropriately communicates with children and parents.

- Monitors and supervises the behavior of children to enforce the rules and guidelines of the assigned program and to assure the safety of children
 - a) Assists children in working out their conflicts.
 - b) Models appropriate behaviors and interactions.
- Leads small group activities under the direction of the teacher. Monitors outdoor activities, group time sessions or other activities and events, as directed.
- Performs other duties of a comparable level or type, as required.
 - a) Attends training sessions, conferences, seminars, and district in-services or staff meetings.
 - b) Assists in special projects, as appropriate.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of assigned program operational policies and procedures. • General fundamentals of child development stages, parenting and age appropriate behaviors/needs. • Knowledge of safety procedures and general sanitation issues. • Knowledge of child care practices, issues and concerns. • Knowledge of positive behavioral strategies.
	2nd year graduate level		
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: No previous experience required.			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: No specific licenses or certification required to gain entry into the classification. District may require specific certifications, courses and/or licenses after hiring depending upon the specific job assignment or needs of the district.	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Supervising groups of children of various ages in accordance with behavioral guidelines and rules to ensure an appropriate environment. • Applying safety and behavioral rules and guidelines appropriately. • Establishing a rapport, relating to and serving as an appropriate role model for children and communicating appropriately with children, staff and parents. • Following program activities, rules, themes, and program guidelines. • Informing and advising site personnel of problems or issues concerning safety or behavioral incidents that require the attention of site personnel. • The ability to learn, follow and apply department activities, childcare procedures and routines of assigned program.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
	TOTAL	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Individual may be exposed to infectious diseases, body fluids, and some light lifting requirements in the performance of the job.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk			x	
Sit		x		
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms			x	
Climb or balance	x			
Stoop/kneel/crouch or crawl			x	
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
<p>Physical requirements associated with the position can be best summarized as follows:</p> <p>Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.</p>