

Wayzata Kids Program and Preschool Assistant



| BAND | GRADE | SUBGRADE | FLSA STATUS |
|------|-------|----------|-------------|
| A | 1 | 1 | Non-Exempt |

NATURE OF WORK

Program Assistants are responsible for assisting instructors with curriculum and class activities; providing instructional support and teaching social skills; and monitoring students' behavior to ensure a safe and healthy environment.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)

| | | FREQUENCY | BAND/ GRADE |
|----|---|--------------|----------------|
| 1. | Prepares classroom for instructional activities; cleans up classrooms following activities. . Prepares materials to be used by the children and/or parents. | Daily 5% | A1 |
| 2. | Maintains classroom areas, ensuring availability of necessary materials and supplies and cleanliness of facilities. | Daily 5% | A1 |
| 3. | Models appropriate behavior in interactions with children and leads the class in small group activities. | Daily 10% | A1 |
| 4. | Escort, assist and supervise students in assigned public areas such as cafeteria, playground, classroom etc. | Daily 80% | A1 |
| 5. | Performs other duties of a similar nature or level. | As Required | N/B |
| | | | |

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

LEVEL OF DECISIONS

Responsibilities in this classification are typically procedure based with defined goals and processes or methods, but have the latitude to determine the speed or order of steps used to complete assignments.

DIRECTION RECEIVED

Incumbents perform tasks following defined procedures and standards, the specific steps of most routine tasks are defined.

DIRECTION PROVIDED

Incumbents troubleshoot problems and issues commensurate with relevant experience.

TRAINING AND EXPERIENCE REQUIREMENTS

High School Diploma or equivalent (G.E.D.) is required; and up to one year of experience in related areas.

WK and Preschool Program Assistants

LICENSING REQUIREMENTS

Incumbents in this class typically require:

- None.

KNOWLEDGE REQUIREMENTS

- Basic child development principles and practices;
- Customer service principles.

SKILL REQUIREMENTS

- Monitoring children;
- Observing facilities for potential safety hazards;
- Mediating conflict between children;
- Applying first aid;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

CLASSIFICATION HISTORY

| DATE | COMMENT |
|-----------------|-----------------------------|
| September, 2022 | Draft prepared by GBS |
| December, 2023 | Reviewed by Human Resources |

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.