

Wayzata Kids Special Needs Instructors/ Preschool Inclusion Assistants

BAND	GRADE	SUBGRADE	FLSA STATUS
A	1	2	Non-Exempt

NATURE OF WORK

Responsible for assisting in providing support to students with special needs in the assigned program. Responsibilities may include planning and preparing assigned program activities for the school year and during the summer, facilitating and observing children’s activities, monitoring staff-to-child ratio and communicating with families.

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

		FREQUENCY	BAND/ GRADE
1.	Monitors program attendance and staff-to-child ratio and maintains accurate records.	Daily 15%	A1
2.	Instructs children using the established curriculum. Facilitates, observes and evaluates children’s activity choices and behaviors.	Daily 15%	A1
3.	Supervises children to ensure compliance with safety procedures.	Daily 60%	A1
4.	Supervises vulnerable students in 1:1 or in small groups Assists students with toileting, self-help skills, and mobility needs.	Daily 10%	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 typically require adaptation of procedures, processes, tools, equipment, and techniques to meet the specialized requirements of the position.

DIRECTION RECEIVED

Incumbents apply procedures and standards to specific situations, and work under general supervision.

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; High School Diploma, or GED, is required; and up to two years of experience in related areas.

LICENSING REQUIREMENTS

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Incumbents in this class typically require:

- Crisis Prevention/Intervention certificate.

KNOWLEDGE REQUIREMENTS
<ul style="list-style-type: none"> ● Basic child development principles and practices; ● Customer service principles.

SKILL REQUIREMENTS
<ul style="list-style-type: none"> ● 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
<p>Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.</p> <p>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.</p>

CLASSIFICATION HISTORY	
DATE	COMMENT
September, 2022	Draft prepared by GBS
November, 2022	Reviewed by Director of Community Ed and Executive Director of HR

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.