



**POSITION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Assistant Teacher	Department: Community Education and Communications	Bargaining Unit:
Immediate Supervisor: School Aged Care Coordinator or Preschool Lead Teacher	Comparable Worth Rank:	FLSA Status: Non-Exempt

Job Summary:

Under the guidance of a Lead Teacher, the Assistant Teacher is responsible for assisting in the planning and implementation of group play and self-directed activities that are developmentally appropriate and designed to develop social awareness and problem-solving skills. This position works closely with and assists the Lead Teacher in implementing planned curriculum in leading large and small group activities and, in preschool, for documenting assessments and observations regarding academic growth through DRDP and IGDI's metrics; assisting children with daily living skills; and monitoring the safety of children engaged in play.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Greets parents and children upon arrival and departure. Addresses parent questions and concerns, as appropriate, or refers issues to the Lead Teacher.
- Assists children in engaging in group play and self-directed activities that are developmentally appropriate. Assists children in developing both problem-solving skills and social awareness. Models strategies for positive peer interactions.
- Implements planned curriculum alongside the Lead Teacher. Leads large and small group activities, as needed. Documents assessments and observations of academic growth through DRDP and IGDI's metrics, in preschool.
- Assists in managing classroom resources. Assists in equipment maintenance; health and safety monitoring; setting up storage, and rotation of classroom materials. Performs duties to ensure compliance with all relevant health and safety regulations.
 - a) Promotes and protects the physical well-being of all children.
 - b) Administers first aid and treatment, as necessary.
- Assists children in developing and performing self help and daily living skills (i.e. toileting, hygiene, dressing, eating/drinking, cleaning up after selves, etc.). Models behaviors in preschool that prepare children for Kindergarten.
- Performs work duties and tasks in the preparation and serving of breakfast and meals to preschool children.
 - a) Sets out cereal, fruit, milk, yogurt, toast or boiled eggs.
 - b) Sanitizes counter tops and tables in accordance with sanitation procedures and guidelines.
 - c) Cleans up, loads dishes, cups and silverware and turns on dishwasher, and stores food items.
 - d) Heats up delivered lunch trays and lunch items.
 - e) Maintains breakfast logs and documents items served and amounts served to children.

- Documents and tracks daily/weekly/monthly attendance and meal counts. Documents medical and behavioral incidents or issues, as needed. Assists in preparing paperwork for new enrollments.
- Performs other duties of a comparable level or type, as required.

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 and regulations. • Knowledge of childcare practices, issues and concerns. Basics behavioral strategies.
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: Requires a minimum of one year directly related work experience in early childhood development.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: 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 (i.e. CPR, First Aid, etc.).	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Supervising groups of children engaged in self directed or group activities in accordance with behavioral guidelines, planned curriculum, and rules to assure an appropriate environment and the safety of participants and staff. • Applying safety and behavioral rules and guidelines appropriately. • Establishing a rapport, relating to and serving as an appropriate role model for children and in communicating appropriately with children, staff and parents. • Following program activities, rules, themes, and program guidelines. • Informing and advising site personnel about problems or issues concerning safety or behavioral incidents that require the attention of site personnel. • Ability to learn, follow, and apply department activities, childcare procedures and routines of assigned program. 	

