



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

SECTION I: GENERAL INFORMATION

Position Title: ECFE Assistant	Department: Community Education and Communications	Bargaining Unit:
Immediate Supervisor: ECFE Teacher	Comparable Worth Rank:	FLSA Status: Non-Exempt

Job Summary:

Under the guidance of a ECFE Teacher, the ECFE Assistant is responsible for assisting the ECFE Teacher, children ages birth – 5 years of age, and program participants in preparing an setting up the classroom for planned activities designed to help each child in their physical, social, emotional and intellectual development and to support the parent’s role in these areas.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists ECFE instructional staff in maintaining a stimulating, healthy and clean classroom environment. Assists in the preparation, set up and/or storage of classroom materials, equipment or supplies. Performs such representative duties as:
 - a) Monitoring and counting number of children on a continual basis.
 - b) Assists and supports the teacher in setting up, implementing and cleaning of STEM (science, technology, engineering and math) stations.
 - c) Sets out gym equipment, interacts with children, encourages physical exercise and monitors the safety of children in play.
 - d) Cleans, sanitizes and stores all gym equipment or play equipment, materials or supplies.
 - e) Opens and closes rooms, sets up coffee/tea, and sets out classroom toys. Sets out materials (pens, notebooks or materials in the parent education room.
- Organizes and conducts various age appropriate social and educational activities for children.
 - a) Supervises children in childcare room during ECFE activities.
 - b) Interacts with children in play, reading, rocking and/or doing various projects.
 - f) Interacts with children and monitors their interactions and redirects behaviors when needed.
 - c) Monitors and supervises children to oversee their safety.
 - d) Enforces good play habits.
 - e) Monitoring and counting number of children on a continual basis
- Assists in program events and aides in outreach activities (i.e. Parent Nights, Family Nights, etc.).
- Performs other duties of a comparable level or type, as required.
 - a) Attends conferences, seminars, lectures or staff meetings.

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"> • Implementing childcare practices and activities. • Ability to learn, follow, and apply department activities, childcare procedures and routines of ECFE classroom. • Skilled in applying judgment and care in supervising, monitoring and providing for the care of children of various ages. • Providing basic client services to the public and children within the EFCE program. • Communicating with parents, staff, and children with tact, courtesy, and cooperation primarily for the purposes of providing and exchanging information. 		
HAZARDOUS WORKING CONDITIONS		Unusual or hazardous working conditions related to performance of duties: This position performs duties in a typical child care/school setting where job duties and assignments expose the individual to minimal environmental risks and/or hazards.		



PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			X		Up to 10 lbs			X	
Walk		X			Up to 25 lbs			X	
Sit		X			Up to 50 lbs		X		
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl			X						
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:

Exerting up to 50 pounds of force occasionally, and/or up to 25 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.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 5/2015 by BCC

