



EduCare Assistant Teacher Role Summary

Title: EduCare Assistant Teacher
FLSA Status: Non-Exempt
Reports to: Director of Early Childhood Ed

Department: EduCare
Classification: Hourly
Reviewed: January 20, 2026

INSTITUTIONAL PURPOSE & VISION

Cotter Schools is a private, independent, coeducational school located in Winona, Minnesota guided by Catholic beliefs and values since 1911. We serve all ages infants age 6 weeks to Grade 12 and challenge students to achieve their full potential and use their lives in service of others. As an international Catholic learning community, we believe:

- *God is present in all creation.*
- *Each person is valuable and deserves respect.*
- *Education prepares people to build a better world.*
- *In community, everyone grows.*

VALUES & STANDARDS

At Cotter Schools, we believe in the intrinsic goodness of all persons. All employees can expect the administration and other employees to uphold the core values of COMMUNITY, FAITH, SERVICE & RESPECT, and they are expected to reflect them through their daily actions to all other employees, students, and families.

Cotter Schools challenges you to be the difference

GLOBALLY LEARNING

Excelling in academics, arts and athletics with global perspectives and meaningful technologies that bring us closer together.

FAITHFULLY SERVING

Service is a part of who we are. We are called each day to serve each other and our communities with our talents and gifts.

TOGETHER IN COMMUNITY

Our community is rooted in faith, hope and love. We believe all people are intrinsically good because they come from God.

GENERAL SUMMARY

The EduCare Assistant Teacher is responsible for assisting the Lead Teacher in carrying out teaching duties and supervising children when the teacher is not present. This is a 12-month position, with a schedule that coincides with the early childhood calendar. The daily schedule is determined by the Early Childhood Education Director.

RESPONSIBILITIES & DUTIES

- Maintain and follow the classroom schedule and procedures, as directed by the lead teacher.
- Occasionally prepare and present lesson plans when the lead teacher is not present.
- Attend and participate in workshops, training sessions and in-service (24 hours/year).
- Attend all staff meetings (child care center and Cotter).
- Provide staff with guidance and support, within the entire child care center.
- Supervise children during all activities.
- Work according to the child care center calendar (including summer).
- Become certified in CPR/First Aid within 90 days of hire.
- Performs all other duties as assigned.

QUALIFICATIONS AND SKILLS

- Education & experience as dictated by Minnesota Rule 9503 for Child Care Centers
- Proficient with computers and general classroom equipment
- Be able to lift children up to 50 pounds
- Kneeling, bending, stooping, standing for 75% of work day
- Availability to work year round
- Work well with others—team approach

WAGES AND BENEFITS

- Hourly wage for a full-time position is between \$17.25-19.00 commensurate with levels of experience and credentials.
- Benefits include health, dental, life/long-term disability insurance, pension plan contributions, and student tuition discounts.

HOW TO APPLY

- Complete our online application at: <https://forms.gle/nHm2UFC8S8Uikeki7>
- Questions about the position(s) you are applying for should be directed to Christine Nichols, Early Childhood Education Director, at chnichols@cotterschools.org or 507-453-5682.