



EduCare Aide Role Summary

Title: EduCare Aide	Department: EduCare
FLSA Status: Non-Exempt	Classification: Hourly
Reports to: Director of Early Childhood Ed	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 Aide is responsible for assisting classroom teachers in carrying out teaching duties and supervising children during large and small group gatherings. 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

- Preparation of bulletin boards, art projects, snacks and etc., as directed by classroom teacher
- Supervise children during all activities (indoor and outdoor)
- Attend staff meetings (child care center and Cotter)
- Attend and participate in workshops, training sessions and in-services (12-24 hours)
- Assist children in bathroom and/or with diaper changing
- Ensure sanitary and healthful environment, as directed by classroom teacher
- Work according to child care center calendar (including summer)
- Performs all other duties as assigned

QUALIFICATIONS AND SKILLS

- High school diploma
- Basic computer proficiency
- 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
- Prior experience working with children preferred.

WAGES AND BENEFITS

- Hourly wage for a full-time position is between \$14.25-16.25 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/mmQBBX6zTGQGGMVU7>
- 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.