



**HOWARD LAKE – WAVERLY – WINSTED ISD 2687**

**JOB DESCRIPTION OF POSITION:**

Under the direction of the Preschool Teacher, provide assistance to teacher and other staff in providing a safe, caring and nurturing educational environment.

<b>Job Title:</b>	Preschool Assistant	<b>Revised Date:</b>	12-6-17
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**Job Description: Assist Preschool Teacher in day to day activities in preschool program.**

- Assist with safety, health and environmental concerns of the students.
- Practice procedures for personal safety: Fire drills, lock downs, severe weather etc.
- Communicate with students individually and in groups.
- Encourage students to interact with peers and community (Social Skills)
- Assist with instruction of basic skills: Colors, shapes, numbers, letters etc.
- Assist with supervision of free play, Phy Ed indoors and outdoors.
- Encourage and assist students with self-help skills: Bathroom time and dressing
- Assist with students snack time, busing arrival and departure times.
- Attend workshops and in-services.
- Assist with special events, visitors, field trips and graduation.
- Maintain safe and nurturing environment.
- Other duties as assigned.

<b>Job Location:</b>	Winsted MN/Waverly MN	<b>Company Industry:</b>	Public School
<b>Job Role:</b>	Assist Preschool Teacher	<b>Employment Status:</b>	Part-time
<b>Employment Type:</b>	Employee	<b>Manages Others:</b>	No
<b>Band-Grade-Sub Grade:</b>	B-2-2		
<b>State Job Match Points:</b>	138		

**Qualifications:**

- \* Strong interpersonal skills
- \* Ability to participate with students
- \* Creative ideas to encourage learning
- \* Some Computer Knowledge
- \* First Aid and CPR
- \* Nurtured Heart Training

<b>Career Level:</b>	Entry Level	<b>Years of Experience:</b>	[1-3 years]
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<b>Degree:</b>	High school or Equivalent
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**Collective Bargaining Agreement – Paraprofessional Union**

<b>Approved By: Margaret Marketon</b>	<b>Date Approved: 12-6-17</b>
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