



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION:

Under the direction of the School Age Care (SAC) Supervisor, engages in games and activities with the SAC students to provide a caring and nurturing environment for all students attending the SAC program.

Job Title:

School Age Care (SAC) Assistant

Revised Date:

12-6-17

Job Description: Assist SAC Supervisor with all students.

- Assists SAC Supervisor with Activities: play, crafts, snacks, lunches and games.
- Monitors behavior of students for appropriateness and need for discipline, addresses safety and emergency needs.
- Accompanies students on outings and their special activities.
- Assists students get to special activities. ie ball, community Education programs etc.
- Engages in one to one and group activities with children.
- Relay's children's special needs to Supervisor.
- Administer medication to Students.
- Recommends ideas, identifies problems and aides in problem solving.
- Give encouragement and praise for student's accomplishments to help build self-esteem.
- Other duties as assigned.

Job Location:

Winsted MN/Waverly MN

Company Industry:

Public School

Job Role:

Educational Assistant

Employment Status:

Part-time

Employment Type:

Employee

Manages Others:

No

Band-Grade-Sub Grade:

B-2-2

State Job Match Points:

138

Qualifications:

- * Strong interpersonal Skills
- * First Aid and CPR
- * Creative ideas to encourage learning

- * Ability to participate with children
- * Working with children of different levels
- * Nurtured Heart Training

Career Level:

Entry Level

Years of Experience:

[1-3 years]

Degree:

High school or Equivalent, Two years Early Child Education

Collective Bargaining Agreement – Paraprofessional Union

Approved By: Margaret Marketon

Date Approved: 12-6-17