

# Red Wing Public Schools Position Description

## Kids Junction Assistant Lead Teacher

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### General Information

Department:	Community Education and Recreation
Unit:	Program Assistants
Immediate Supervisor:	Kids Junction Lead Teacher
Grade Placement:	5
FLSA Status:	Non-Exempt

### Position Summary

The Kids Junction Assistant Lead Teacher is responsible for assisting with supervising children and daily activities; preparing the site for the delivery of daily activities; enforcing program behavioral rules and safety guidelines; providing support with planning and organizing activities; interacting and communicating the daily operation of the program and behavior of children to parents and staff; and assisting with monitoring student attendance, files, supplies and materials ensuring that a safe, caring, enriching and stimulating environment is carried out each day.

### Essential Duties and Responsibilities

1.	Assists in recording student participation and attendance.
2.	Assists in the supervision of children and daily activities of the program.  a) Interacts with and monitors children on a continual basis. b) Assists with supervising activities and monitoring behaviors to ensure the safety of children. c) Assists in offering choices in activities for children to engage (e.g. games, crafts, recreation, education activities and homework help).
3.	Assists and participates in the cleaning, organizing and set up of games, materials, or supplies needed prior to and during the program.
4.	Assists in monitoring and enforcing behavioral rules and safety guidelines.
5.	Assists the Kids Junction Lead Teacher in planning and organizing a variety of daily age appropriate activities within the Kids Junction program.
6.	Interacts and communicates with parents, program staff, building staff and the program coordinator concerning the daily operation of the program.

7.	<p>Works closely with the Kids Junction Lead Teacher in monitoring, interacting and/or communicating with parents and program staff concerning the observation of child behaviors or issues (for example, developmental, social or emotional):</p> <ul style="list-style-type: none"> <li>a) Assists in monitoring children’s behavior and monitoring a safe environment.</li> <li>b) Diffuses escalating situations between children and takes appropriate actions within program rules and procedures.</li> <li>c) Eliminates potential environmental hazards to safeguard children.</li> </ul>
8.	<p>Assists in monitoring the attendance and check-in system, maintaining student files, completing reports, inventorying program supplies and materials.</p>
9.	<p>Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).</p>

### **Required Education, Training, and Work Experience**

Required Education / Training: High school diploma or GED

Degree Information: Not applicable

Major Field of Study or Degree Emphasis: Not applicable

Required Work Experience: Minimum of 3 months of related child care or educational experience

Licenses / Certifications Required:

- CPR certification required after hire
- First aid certification required after hire
- 10 hours of training each year

### **Essential Knowledge Required to Perform the Essential Functions of the Position**

- Operational policies and procedures.
- General fundamentals of child development stages, parenting and age appropriate behaviors/needs.
- Safety procedures and general sanitation issues.
- Basic behavioral strategies.

### **Essential Skills Required to Perform the Work**

- Supervising groups of children of various ages in accordance with behavioral guidelines and rules to assure the appropriate environment and the safety of participants and staff.
- Applying safety and behavioral rules and guidelines appropriately.
- Establishing a rapport, relating to and serving as an appropriate role model for children and in communicating appropriately with children, staff and parents.
- Following program activities, rules, themes and program guidelines.
- Informing and advising site personnel of problems or issues concerning safety or behavioral incidents that require the attention of site personnel.
- Learn, follow and apply department activities, child care procedures and routines of assigned program.
- Using basic office equipment, computer systems and software.

## Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 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.

Physical Job Requirements:

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

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to some disagreeable conditions involving human/student contact and exposure to minor illness.

## Classification History and Approval

Created: 7/2014 by Bjorklund Compensation Consulting

Revised: 4/15/16