



POSITION DESCRIPTION WACONIA PUBLIC SCHOOLS

SECTION I: GENERAL INFORMATION

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| Position Title: Kids' Company Aide | Department: Community Education |
| Immediate Supervisor's Position Title: Educational Supervisor | FLSA Status: Non-Exempt |
| Job Summary: Under the direction of the Educational Supervisor and the guidance of the Kids' Company Leads, the Kids' Company Aide is responsible for working closely with and monitoring the safety of students during the activities, programs and special events of the before and after school programs and summer all day programs. | |

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the Kids' Company Leads in the set up and planning for daily age appropriate activities or in assembling, materials, supplies, games, toys, etc. needed depending upon the needs within the classroom.
 - a) Sets up tables or equipment, assembles materials and supplies as directed by the Kids' Company Leads. Organizes storage areas, art supplies, science table, dramatic play areas, and staff work areas.
 - b) Meets with Kids' Company Leads to learn events, activities and lesson plans.
 - c) Assists students while working with crafts and during activities.
- Participates in classroom activities and classes and/or assists in supervising children in assigned program areas.
 - a) Prepares and sets up snacks. Cleans all messes and spills. Replenishes supplies and materials as necessary.
 - b) Models and guides students in age appropriate language, skills, and play. Assists students self help skills.
 - c) Assists students in floor activities, play and activities.
 - d) Assists in documenting behaviors and notes.
 - e) Plays and interacts with children and reads to children.
 - f) Interacts with and assists in supervising kids in opened play, structured small group play, events or assigned areas, and activities. Works 1:1 in play time or works with groups in reading stories or other activities, as directed.
- Monitors and supervises the behavior of children to enforce the rules and guidelines of the assigned program and to ensure the safety of children.
 - a) Assists children in working out their conflicts.
 - b) Serves as a role model for appropriate behaviors and interactions by students.
- Organizes small group activities under the direction of the Kids' Company Leads. Runs outdoor activities, group time sessions, or other activities and events, as directed.
- Performs other duties of a comparable level or type, as required.
 - a) Attends training sessions, seminars, district in-services, and staff meetings.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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| EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following: | | | |
| REQUIRED EDUCATION/TRAINING (choose one) | | DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) | |
| <input checked="" type="checkbox"/> | less than high school diploma | | Major field of study or degree emphasis: |
| <input type="checkbox"/> | High school diploma or GED. | | |
| <input type="checkbox"/> | 1 year college | <input type="checkbox"/> 2 years college | |
| <input type="checkbox"/> | 3 years college | <input type="checkbox"/> 4 years college | |
| <input type="checkbox"/> | 1st year graduate level | | Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of assigned program operational policies and procedures. • General fundamentals of child development stages and age appropriate behaviors/needs. • Knowledge of safety procedures and general sanitation issues. • Knowledge of child care practices, issues and concerns. • Basics behavioral strategies. |
| <input type="checkbox"/> | 2nd year graduate level | | |
| <input type="checkbox"/> | Doctorate level | | |
| Required Work Experience in Addition to Formal Education/Training: No previous experience required. | | | |
| LICENSE/ CERTIFICATION | | Identify licenses/certification required upon hiring: No specific licenses or certification required to gain entry into the classification. District may require specific certifications, courses and/or licenses after hiring depending upon the specific job assignment, or needs of the district. | |

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| ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK | Skilled in: <ul style="list-style-type: none"> • Monitoring and supervising groups of children of various ages in accordance with behavioral guidelines and rules to assure an 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. • Ability to learn and apply department activities, childcare procedures and routines of assigned program. |
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| RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS | | |
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| | Titles of Positions Directly Supervised | # of Employees |
| 1 | | |
| TOTAL | | |

| INDIRECT SUPERVISION: | |
|--|--------|
| Number of employees indirectly supervised: | Total: |

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| HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i> | Unusual or hazardous working conditions related to performance of duties: Work is performed typically in a school in a classroom setting. Individual may be exposed to infectious diseases, body fluids, and some light lifting requirements in the performance of the job. |
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| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities | | | | |
|--|-------|--------------------|-------------------|----------------------|
| <u>Employee is required to:</u> | Never | 1-33% Occasionally | 34-66% Frequently | 66-100% Continuously |
| Stand | | x | | |
| Walk | | | x | |
| Sit | | x | | |
| Use hands dexterously (use fingers to handle, feel) | | x | | |
| Reach with hands and arms | | | x | |
| Climb or balance | x | | | |
| Stoop/kneel/crouch or crawl | | x | | |
| Talk or hear | | | | x |
| Taste or smell | x | | | |
| Physical (Lift & carry): up to 10 pounds | | | x | |
| up to 25 pounds | | x | | |
| up to 50 pounds | x | | | |
| up to 75 pounds | x | | | |
| up to 100 pounds | x | | | |
| more than 100 pounds | x | | | |

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| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities |
| Physical requirements associated with the position can be best summarized as follows: |
| Light Work: Exerting up to 20 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. |