



POSITION DESCRIPTION WACONIA PUBLIC SCHOOLS

SECTION I: GENERAL INFORMATION

Position Title: Kids' Company One-on-One Assistant	Department: Community Education
Immediate Supervisor's Position Title: Educational Supervisor	FLSA Status: Non-Exempt
Job Summary: Under the direction of the Educational Supervisor, the Kids' Company One-on-One Assistant assists students one-on-one or in small group settings with communication and learning skills, physical impairments, and behavioral difficulties across multiple environments. The Kids' Company One-on-One Assistant is responsible for monitoring the safety of and assisting students in the activities, programs and special events of the before and after school programs and summer all day programs.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ul style="list-style-type: none">Assists students during classroom activities either one-on-one or in small group settings.<ul style="list-style-type: none">Models and guides students in age appropriate language, skills, and play.Interacts with and supervises students in opened play, structured small group play, events or assigned areas, and activities. Works one-on-one in play time or works with small groups in reading stories or other activities.Assists students in maintaining on-task behavior during classroom activities when appropriate.Modifies activity or classroom set-up for students where necessary.Monitors and supervises the behavior of students to enforce the rules and guidelines of the assigned program and to ensure the health and safety of students.<ul style="list-style-type: none">Assists students with personal hygiene and health-related needs when necessary.Escorts students to and from different locations as needed.Acts as a role model for appropriate behaviors and interactions with students using positive reinforcement, redirection, and positive communications.Observes and documents student behaviors and notes for parents and staff.Assists Kids' Company Leads with classroom preparation, planning, organizing and scheduling of various daily activities when appropriate.Communicates with parents and staff concerning specific child issues or concerns.Performs other duties of a comparable level or type, as required.<ul style="list-style-type: none">Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of expertise/knowledge.Attends training sessions, conferences, seminars, district and departmental meetings.Keeps abreast of changing developments and trends related to the field.Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	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 practices, techniques, and fundamentals of school aged child care programming and services. • Fundamentals of work coordination and delegation. • Knowledge of relevant laws, rules, regulations or guidelines pertaining to school aged care programs, operations, and safety requirements. • Knowledge of Kid's Company program operational policies and procedures.
	2nd year graduate level		
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: No experience required. Minimum of one (1) year experience working with children preferred.			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: Certified in First Aid and CPR upon hire or within six (6) months of employment.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Skilled in leading and coordinating work activities and priorities of site personnel/assistants. • Oral and written communication. • Supervising groups of children in accordance with behavioral guidelines and rules to assure an appropriate environment and the safety of participants and staff. • Planning and implementing site activities in accordance with program guidelines and standards. • Dealing with children, staff, parents, administrators and building personnel concerning concerns, issues and activities. Interactions require the explanation of program operational rules and working with others to gain cooperation and understanding of educational issues/needs. • Working with a minimum of supervision and guidance. • Applying judgment and discretion handling staff, parent, child and program situations and problems. 	

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

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: 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.
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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, and pull or otherwise move objects in the performance of the job.

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 JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
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			