

Anoka Hennepin Independent School District #11 Position Standard

CAPE Center Assistant Teacher

Provide child care services during school days to teen parents at the ESC – C.A.P.E. Child Care Center.

Essential Functions:

- Direct personal care for children 6 weeks to 4 years old.
 - Assist in the set up and supervision of learning activities.
 - Document daily activities of children.
 - Guide children in positive behavior.
 - Perform other duties as assigned.
- (Title refers to Department of Humans Services (DHS) day care terminology and does not imply licensure, certification or Anoka-Hennepin District 11 employee units.)

Minimum Qualifications:

- High School Diploma or equivalent.
- Specific courses and/or experience as required by the Minnesota Dept of Human Services (DHS) as an assistant teacher or aide.
- Good written and verbal communication skills.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 50 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building.

Physical Factors includes:

Constant: walking, pushing, stooping, squatting, repetitive arm, simple grasp, hearing, visual accommodation;

Frequent: lifting waist to chest, lifting below waist, pulling, kneeling, twisting, reaching, tasting/smelling, near vision, midrange vision, depth perception, field of vision;

Occasional: standing, sitting, reclining, lifting above shoulders, carrying, climbing, balancing, crouching, repetitive foot, firm grasp, fingering, feeling, talking, far vision.