

Anoka Hennepin Independent School District #11

Position Standard

Adventures Plus - Child Care Assistant

The Adventures Plus Child Care Assistant reports to and takes direction from the Site Leaders and Site Coordinator.

SUMMARY OR RESPONSIBILITIES

Child Care Assistants supervise and engage with school-age children, occasionally plan and implement daily age-appropriate activities and other duties as assigned, including possible site reassignment depending on program needs.

DUTIES AND RESPONSIBILITIES

- Maintain required staff-child ratios.
- Assist with before and after school setup, including breakfast and snack.
- Demonstrate great customer service. Provide an environment that welcomes children of all abilities and of all diverse backgrounds and their families. Greet children and families daily.
- Assisting with behavior modification plans for children as needed.
- Attend and actively participate in all staff meetings and required professional development.
- Maintain professional boundaries, a positive attitude and be a positive role model at all times.
- Follow Adventures Plus and Anoka Hennepin School District policies and procedures.
- Contribute to a collaborative and cooperative teamwork environment.

STAFF SUPERVISORY RESPONSIBILITIES:

None.

QUALIFICATIONS:

Must demonstrate aptitude for working with school-age children.

Certificates, Licenses and Registrations First-aid and CPR certified upon hire within 90 days - provided free of charge by Adventures Plus.

Language Skills: Appropriate oral and written communication skills to work positively with families and children.

Responsible for confidential information regarding children and families.

Mathematical Skills: Basic math skills - counting and tracking students and maintaining ratios.

Reasoning Ability: Anticipate and react appropriately and recognize when to request assistance.

Other Skills and Abilities: Basic technology knowledge to assist students and maintain designated records.

PHYSICAL FACTORS INCLUDE:

Frequent: maintain a stationary position; move through indoor and outdoor spaces; lift waist to chest; retrieve items from the floor; carrying, reaching, simple grasp, firm grasp, fine manipulation; position self to interact with and assist students at all times; hearing, seeing, communicating with others.

Occasional: sitting, pushing, pulling, and exposure to weather when supervising children during outdoor activities.

WORK ENVIRONMENT:

Adapt to the environment of the children.