

Esko Public Schools No. 99

Esko Community Education is accepting applications for a part- time (approximately 28 hours per week/ 1120 hours per school year) School Readiness classroom assistant. Preferred applicants will be high school graduates with working experience with young children. Pay for this position is \$18.96 per hour (2024-25 school year).

Send Letter of Interest, resume/credentials and completed application form to:

Michele Carlson, Director, Esko Community Education
PO Box 10, Esko MN 55733
Application deadline: June 30, 2024

**Official Job Posting, Job Description, Application Form, and request
for accommodations available at www.esko.12.mn.us**

Job Description (revised March 2024)

SR/ECFE Classroom Assistant

Agency: Esko Community Education

General Description: Assist classroom teachers in providing a quality educational experience for students and parents. Help provide activities that offer a fun, safe, caring environment that fosters recreational, social, educational, and developmentally appropriate experiences for students.

Job Qualifications: High school diploma or AA degree. CPR & First aid certification needs to be completed within 90 days of start date.

Job Duties:

85 % of time

- Direct work with children age birth to preschool.
- Ensure safety of children in the program by monitoring their environment and activities.
- Interact and build relationships with children attending the program.
- Positively interact with students.
- Provide feedback to children on their positive and negative behaviors and help them develop social/ emotional skills.
- Other duties as assigned by the classroom teacher.

10 % of time

- Responsible for room preparation, project material, art and craft supplies, toys, and resources, and preparation of snacks for each day.
- Effectively communicate with parents/guardians at drop off and pick up.
- Responsible for cleaning/resetting the room at the end of a program day.
- Field questions from parents about program, billing, or policies, or refer them to the proper source.

5% of time

- Attend required trainings ie: CPR/First Aid certification and Mandatory Reporting
- Attend additional training as it becomes available each year.
- Work at community events provided by community education.

Essential Functions:

- Ability to spend time sitting on the floor with children.
- Ability to spend up to an hour or more per day outdoors with students.
- Must be able to stand/ walk for many hours.
- Able to lift up to 20 pounds, bend, and kneel.
- Ability to work in a busy and sometimes noisy environment.
- Communicate with other assistants about activities, students, or schedules.

Supervisor: Classroom Teacher then Program Coordinator

Evaluation: 1 week, 2 weeks, 30 days, 90 days, then annually