

LAKEVILLE AREA PUBLIC SCHOOLS

POSITION DESCRIPTION

POSITION TITLE:	Substitute -Small Wonders Preschool Assistant	LOCATOR: (Office Use Only)
DEPARTMENT/BUILDING:	Small Wonders Preschool at CLEC	POSITION CLASSIFICATION: Casual
TITLE OF IMMEDIATE SUPERVISOR:	Small Wonders Coordinator and Supervisor	BARGAINING UNIT: None

POSITION SUMMARY: The purpose of this position is to serve as a substitute teacher for the assistant teacher. The purpose of the assistant teacher is to assist the program instructor in planning and implementing a program of instruction that adheres to the school's philosophy, goals and objectives. This position is to assist the teacher in planning and maintaining a safe, clean, learning environment and in assuring the well being and safety of the children in his/her care. Specific duties will vary between buildings depending on their individual needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

1. Maintains a cooperative attitude of working together with the teacher, volunteers, parents, and other program specialists in planning and implementing activities.
2. Assists in promoting a safe, welcoming and caring environment.
3. Works with the teacher in making purposeful and appropriate lesson plans that provide for effective teaching strategies and maximize time on task.
4. Plans with and assists the teacher in preparing materials and supplies in advance for activities.
5. Assists program instructor in implementing developmental assessments for each child to determine the child's strengths and areas in which each child may need help.
6. Assists the teacher in maintaining a confidential assessment binder, consisting of developmental assessments, individual goals, and observations of progress toward meeting goals.
7. Assists the teacher in maintaining discipline and supervision of children during all activities.
8. Ability to work independently, exercise mature judgment and manage children's behavior in a positive manner.
9. Works with the teacher in creating a classroom environment conducive to learning by employing a variety of appropriate teaching strategies. Maintains room environment by setting up, cleaning and storing supplies and equipment.
10. Responsible for knowledge of first aid procedures and location of first aid items, emergency procedures and evacuation plans in case of an emergency.
11. Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Supervise students in lunch room and during recess as assigned.
2. Other duties as assigned by the Small Wonders Preschool Supervisor and Coordinator.

POSITION QUALIFICATIONS (Specific training or job experience required before appointment):

1. High School Diploma required - prefer candidate with AA degree in Early Childhood Education or related field. Additional post-secondary training relevant to early childhood preferred.
2. Flexibility within the work environment. Able to work with small and large groups, one-to-one, and in multiple school settings.
3. Skilled in use of various computer programs (word processing, email) and with technology used by students (iPads, computers). Strong communication skills with students and adults
4. Willingness to accept direction from supervising teacher(s) and administrators.
5. Ability to move quickly from sitting to standing position and to follow students at a fast pace, when needed.

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
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 and 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		

DATE: **2/24/25**