

Anoka Hennepin Independent School District #11

Position Standard

Preschool Assistant Instructor and ECFE Assistant Instructor

Anoka-Hennepin Schools Preschool and Early Childhood Family Education (ECFE) provide early learning opportunities for children and their families. Preschool serves 3-5 years old children with the goal of preparing children for kindergarten by providing a variety of early learning experiences. ECFE is a parenting and early childhood education program that provides classes, home visits, special family events and other services for parents and their children age birth to five. Both programs run 31-36 weeks per year, 2 to 30 hours per week, including summer classes with classes located throughout the school district.

Essential Functions:

- Assist in daily and weekly planning and set-up of materials and activities for children ages 3-5 in Preschool, birth to five in ECFE.
- Assist in conducting group and individual activities for children ages 3-5 in Preschool, children birth to five and their parents in ECFE.
- Assist in teaching academic and social skills through planned learning activities in the classroom.
- Participate in staff meetings.
- Perform other duties as assigned including but not limited to managing resource center materials, and assisting with events for parents and children.
- ECFE Assistant Instructors work at least on evening per week.

Minimum Qualifications:

- High School diploma or equivalent
- Demonstrated ability to work with parents and children, age birth to five, one-on-one or in groups.
- Knowledge of child development.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 35 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 include:

Frequent: standing, walking, sitting, simple grasp, firm grasp, feeling, talking, hearing & visual accommodation;

Occasional: lifting above shoulder, lifting waist to chest, lifting below the waist, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, squatting, crawling, twisting/pivot, reaching, and fine manipulating.