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| **Position title**  Little Knights Assistant | **Incumbent(s)** |
| **Department 863-Little Knights** | **Reports to (Title)**  Little Knights Lead Teacher |
| **FLSA Status**  **\_\_X\_\_ Exempt \_\_\_Non-exempt** | **\_X \_ Full time \_\_\_Part-time \_\_\_%**  **Is on a faculty work agreement** |
| Position overview: The assistant teacher participates in curriculum development,, and running a the child care program, students are age 1 – beginning K. The program is in session from 7:15 – 3:30 daily during the school year, ordinarily. There are some occasional days where Little Knights is open until 4:30. | |
| **Responsibilities to BSM as a Catholic School:**  Except in the teaching of religion, it is not an essential prerequisite that all employees be Catholic. However, all employees are expected to respect the teaching of the Church. | |
| **Primary Duties:**   1. Supervise children, including large and small group activities. 2. Maintain and foster effective communication with the lead teacher. 3. Participate in program development, planning and implementation with other staff members under the guidance of the lead teacher. 4. Provide for a warm and nurturing environment for the health and safety of the children. 5. Maintain appropriate records. 6. Respond appropriately to parent inquiries on a daily basis. 7. Assist with clean up. 8. Complete required DHS Early Childhood Development training that may be needed such as CPR and first aid training. 9. Additional duties as assigned. | |
| **Additional Duties:**   1. Other as may be assigned by Supervisor or administration. 2. Classroom prep one week before daycare opens and one week after term ends are required. | |
| **Interpersonal skills**   1. Professional, approachable and friendly. 2. Respectful of others. 3. Efficient and well organized. 4. Ability to handle difficult situations with tact and diplomacy. 5. Patient and calm demeanor under pressure. | |
| **Education / Experience** (Minimum Required)   1. Minimum of a high school diploma or G.E.D. 2. 1-2 years of childcare experience or education in early childhood or related field, or equivalent work experience in a related area or a combination of education and job-related experience. 3. Licenses, certificates or specialized training that are required by state law or regulatory agencies. | |
| **Numbers and Job Titles Reporting Directly to This Position**  None | |

Completed by: Reviewed by:

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Employee Supervisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

**Job Demands and Conditions Analysis**

*Check the appropriate frequency column for all requirements that apply to the essential functions of the job being described.*

**O** = Occasional, less than 1 time per week **F** = Frequent, from 1/3 to 2/3rds of the time

**S** = Some, less than 1/3 of the time **C** = Consistent, more than 2/3rds of the time

**Blank** = not required

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| PHYSICAL REQUIREMENTS | O | S | F | C |  | ENVIRONMENTAL  REQUIREMENTS | O | S | F | C |
| Sitting |  | X |  |  |  | Works alone | X |  |  |  |
| Standing |  |  | X |  |  | Works with others |  |  |  | X |
| Walking |  |  | X |  |  | Customers contact |  |  | X |  |
| Lifting |  | X |  |  |  | Shift work | X |  |  |  |
| Carrying |  | X |  |  |  | Extended day | X |  |  |  |
| Pushing | X |  |  |  |  | Cold |  | X |  |  |
| Bending at waist |  | X |  |  |  | Heat |  | X |  |  |
| Twisting upper body |  | X |  |  |  | Temperature changes |  | X |  |  |
| Climbing |  | X |  |  |  | Wet | X |  |  |  |
| Balancing | X |  |  |  |  | Humid | X |  |  |  |
| Kneeling |  | X |  |  |  | Noise | X |  |  |  |
| Crouching |  | X |  |  |  | Confined area |  |  |  |  |
| Crawling | X |  |  |  |  | High places |  |  |  |  |
| Reaching |  | X |  |  |  | Work outdoors |  |  | X |  |
| Working with hands |  |  |  | X |  | Work indoors |  |  |  | X |
| Working with fingers |  |  |  | X |  | Mechanical hazards | X |  |  |  |
| Talking |  |  |  | X |  | Electrical hazards | X |  |  |  |
| Hearing |  |  |  | X |  | Explosive materials | X |  |  |  |
| Vision acuity - near |  |  |  | X |  | Fumes | X |  |  |  |
| Vision acuity - far |  |  |  | X |  | Odors |  | X |  |  |
| Depth perception |  |  |  | X |  | Dusts | X |  |  |  |
| Field of vision |  |  | X |  |  | Mists | X |  |  |  |
| Color vision |  |  | X |  |  | Gases | X |  |  |  |
| Driving | X |  |  |  |  | Poor ventilation |  |  |  |  |