



Benilde-St.Margaret's

Job Description

Position title Little Knights Assistant	Incumbent(s)
Department 863-Little Knights	Reports to (Title) Little Knights Lead Teacher
FLSA Status <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part-time <input type="checkbox"/> % Is on a faculty work agreement
<p>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 – 3:45 daily during the school year, ordinarily. There are some occasional days where Little Knights is open until 4:30.</p>	
<p>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.</p>	
<p>Primary Duties:</p> <ol style="list-style-type: none"> 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. 	
<p>Additional Duties:</p> <ol style="list-style-type: none"> 1. Other as may be assigned by Supervisor or administration. 2. Classroom prep two days before daycare opens and 2 days after term ends are required. 	
<p>Interpersonal skills</p> <ol style="list-style-type: none"> 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. 	



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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:

Employee

Supervisor

Date

Date



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Job Description

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
S = Some, less than 1/3 of the time

F = Frequent, from 1/3 to 2/3rds of the time
C = Consistent, more than 2/3rds of the time
Blank = not required

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				