



# ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89<sup>th</sup> Avenue NE • Suite 345 • Blaine, MN 55434  
Phone 763-783-4747 • FAX 763-783-4700 • Website: [www.accap.org](http://www.accap.org)

## JOB DESCRIPTION

**Position Title:** Classroom Aide

**FLSA:** Non-Exempt

**Class Title:** Classroom Assistant

**Range:** 1

**Reports to:** Program Coordinator

### Position Requirements:

**Education and Experience:** High school diploma or equivalent; experience working with children and knowledge of early childhood development.

**Licenses Required:** None.

**Certifications Required:** Certification (or willingness to obtain) in: First Aid and CPR.

**Background Investigation Required:** BI through MN Department of Human Services.

**Knowledge:** Knowledge of early childhood development.

**Abilities:** Ability to read, comprehend, and carry out simple instructions. Ability to use elementary mathematical problem solving skills. Ability to work effectively with community providers while serving as an advocate for families experiencing poverty. Ability to work well with individuals from various ethnic and socio-economic backgrounds; interest and willing to work with young children and their families; ability to assist in teaching; Ability to handle and prioritize multiple tasks. Ability in working in a multidisciplinary team environment.

**Skills:** Strong communication skills, record-keeping and writing skills.

### Duties and Responsibilities:

Assist in maintaining clean, safe classroom and craft room; assist with home base center days and evening meetings. Assist bus driver in maintaining safety on the bus. Transport food from the kitchen; set up for family-style meals, set the tables with the children's help; general clean up of the area; and, prepare dirty dishes for return. Assist children with tooth brushing. Prepares and assists with craft-art activities and clean up. Assist with transporting children to the buses and provide bus monitoring as needed. Assist as needed in the classroom; work with the children; monitor the classrooms when teachers need to be called away; substitute for assistant teachers; assist as assistant teacher on home base center days. Attend required trainings. Support the Teacher in completing all required documentation and in providing socialization experiences. Guide children's behavior in the classroom and on the bus. Performs other related duties as assigned.

### Essential Job Functions:

Normal office procedures, able to lift and carry 50 pounds safely, sitting in a chair, standing, or walking for extended periods of time, repetitive body movement including bending, crouching, kneeling, reaching, pulling, pushing, twisting, and turning. Must be able to communicate effectively with clients and employees. Must be able to enter client's home, climb stairs and could come in contact with cigarette/cigar smoke and a variety of pets.

Posting Date: July 25, 2016

Starting Salary: \$9.50 - \$9.57

Closing Date: Until Filled

Supervisor: E. Grant

Status: Permanent/FT

Benefits: Medical, Dental, Life, Disability, HSA, Vacation, Sick, Holiday, 403B, Section 125

Location: Anoka County

To receive an employment application, go to [www.accap.org](http://www.accap.org).

Updated 1/13

ACCAP is an Equal Opportunity Employer