

AIDE: Classroom Head Start - HARTFORD, WI - Vacancy ID: 21741

Vacancy Details

Position Type: Assistant/Aide
School/Building: The Sycamore Tree Child Care Center - Hartford, WI
Openings: 1

Contact

Name: Nicole Gruenewald
Title: HR Manager
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Phone: 262-335-7881

Position Details

Start Date: 11/27/2017
Salary/Wage: \$13.80
Terms/Schedule: 20 hr/wk - 5 hours M-Th 7:15 - 12:15
Appointment Type: Part Time

Description

POSITION SUMMARY Assist teachers and school staff with instructional, supervisory, and clerical activities to provide a well-organized, smoothly functioning classroom environment in which students can take full advantage of the instructional program and available resource materials. Flexibility with shift time is very important and necessary to meet the needs of students. ESSENTIAL FUNCTIONS: 1. Supervise students in large and small groups. 2. Provide instruction to students in large and small groups. 3. Prepare, organize, repair and display instructional materials including such activities as word processing, filing, distributing, collecting, photocopying, using office equipment and other activities. 4. Demonstrate, monitor and encourage positive student behaviors and enforce school rules. 5. Care for and personally assist and escort students as needed. 6. Work collaboratively with school team and participate in problem solving sessions ADDITIONAL RESPONSIBILITIES: 1. Work individually with students to model appropriate strategies 2. Maintain order, cleanliness and safety of student environment 3. Assume duties of other staff members on an occasional or temporary basis. 4. Perform other duties as assigned which are fairly within the scope of duties normally performed by school aides. *PLEASE NOTE: If hours or schedule are listed, please note that these can and may change. This position would follow Hartford School District's School Calendar. BENEFITS: The District provides paid life and long term disability insurance, as well as voluntary participation in 403(b), additional life, Short Term Disability, vision, dental and paid time off. Health or prescription drug coverage is not included. Physical Demands: While performing the duties of this job, employees are regularly required to sit, walk, stand, bend, squat, crawl, climb including periods of both intermittent and prolonged activity; talk and hear, both in person and by telephone; reach, carry, push, and/or pull, grasp and fine manipulations with hands and arms; and lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. Mental Demands: While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks;

work under deadlines with unscheduled interruptions; and interact with School District staff, parents, students, and public and others encountered in the course of work, some of whom may be dissatisfied.

Qualifications

Education: 1. Must hold an associate, baccalaureate degree or CDA license Key Skills and Abilities: 1. Communicate effectively with students and adults 2. Take direction, learn quickly and work closely with children, teachers and other staff members 3. Relate positively with students and demonstrate and monitor appropriate behavior 4. Recognize areas of concern relating to student issues and propose or recommend appropriate solutions to problems 5. Work flexibly at a variety of tasks and prioritize appropriately 6. Maintain confidentiality of student information

Candidate Requirements

Years of Experience: 0

Degree:

Additional Requirements:

- Resume
- Cover Letter
- Custom Questions

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Sherri Behm

Head Start Support Services Coordinator

Rolfs Education Center

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