

## POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

January 2016

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Early Ventures Teacher	<b>Department:</b> Community Services
<b>Immediate Supervisor's Position Title:</b> Ventures Coordinator	<b>FLSA Status:</b> Non-Exempt
<b>Band/Grade/Subgrade:</b> <b>B-2-4</b>	<b>Bargaining Unit:</b> Community Services Staff
<b>Job Summary:</b> Under the general direction of the Ventures Coordinator and Ventures Site Leader, the Early Ventures Teacher assists the Site Leader in supervising daily activities; interacting with children; assisting in preparing the classrooms for daily activities; enforcing program behavioral rules and safety guidelines; and providing support to the Site Leader in working closely with students in site projects and assisting in the programming of site activities.	

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Participates and assists in the supervision of daily activities and/or events of the program.
<b>Percent of Time:</b>	70%	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Monitors behaviors and activities to ensure the safety of children or youth.</li> <li>• Monitors the behavior of children or youth to ensure compliance with behavioral guidelines, rules and standards of the program.</li> <li>• Diffuses escalating situations between children or youth and takes appropriate actions within program rules and procedures.</li> <li>• Eliminates potential environmental hazards to safeguard children.</li> <li>• Interacts with, plays with and talks with children or youth on a continual basis.</li> <li>• Participates with children or youth in group games.</li> <li>• Enforces all health and safety rules of the program including sanitary rules; playground rules; rules concerning the use of supplies and equipment.</li> <li>• Adjusts program activities and assists children with special needs, disabilities, maturation, and skills differences.</li> <li>• Communicates with families on a regular basis upon their arrival and departure of the program.</li> <li>• Follows all DHS licensure requirements.</li> </ul>		

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Assists in the preparation and maintenance of program materials.
<b>Percent of Time:</b>	10%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>Performs support tasks as assigned by Site Leader.</li> </ul>		

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Provides support and assists the site leader in various support and programming activities and projects within the program.
<b>Percent of Time:</b>	15%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>Provides support to children or youth in developing the projects and activities at the site.</li> <li>Provides support in programming activities, field trips, activities or other projects of the program.</li> </ul>		

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Assists students with a variety of learning opportunities
<b>Percent of Time:</b>	5%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		

<b>Duty/Responsibility No:</b>	5	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as assigned.
<b>Percent of Time:</b>		
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>Attends training sessions.</li> <li>Makes recommendations to the Site Leader concerning changes in the program.</li> <li>Keeps abreast of best practices within early childhood care.</li> </ul>		

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b>	
less than high school diploma		<b>Type of degree: (B.S., M.A., etc.)</b> Must meet DHS's Teacher requirements <a href="https://www.revisor.mn.gov/rules/?id=9503.0032">https://www.revisor.mn.gov/rules/?id=9503.0032</a>	
High school diploma or GED.		<b>Major field of study or degree emphasis:</b> Child development, education, human development, behavioral management, psychology, or related field	
1 year college	x	2 years college	
3 years college		4 years college	
1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>	
2nd year graduate level		<ul style="list-style-type: none"> <li>Knowledge of program operational policies and</li> </ul>	

<b>Doctorate level</b>	<p>procedures.</p> <ul style="list-style-type: none"> <li>• General fundamentals of child development stages and concepts.</li> <li>• Knowledge of safety procedures and general sanitation issues.</li> <li>• First aid, emergency, and CPR procedures.</li> </ul>
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**EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:**

**Required Work Experience in Addition to Formal Education/Training:**  
 Must meet DHS's Teacher requirements (<https://www.revisor.mn.gov/rules/?id=9503.0032>) Generally, 2,080 hours experience in a licensed child care or school age care setting.

**Required Supervisory Experience:**

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> Certification in first aid and CPR will be required after hire.
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<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Supervising groups of children in accordance with behavioral guidelines and rules to assure an appropriate environment and the safety of participants and staff.</li> <li>• Applying safety and behavioral rules and guidelines appropriately.</li> <li>• Establishing a rapport, relating to, and serving as an appropriate role model for children.</li> <li>• Following program activities, rules, themes, and program guidelines.</li> <li>• Informing and advising site personnel of problems or issues concerning safety or behavioral incidents that require the attention of site personnel.</li> </ul>
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**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1		
<b>TOTAL</b>		

**INDIRECT SUPERVISION:**

<b>Number of employees indirectly supervised:</b> Volunteers	<b>Total: 2-4</b>
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<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions and working both indoors and outdoors.
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