



Phyllis Wheatley
Community Center

Job Description

Incumbent:	
Job Title:	Part-Time Teacher Aide
Classification/Grade:	Non-exempt
Reports To:	Mary T. Wellcome Director

Position Purpose: This position is responsible for providing a safe, secure, and stimulating environment with developmentally appropriate activities for children at the drop-in site in the Hennepin County Service Center in North Minneapolis and ensuring constant supervision of children.

Job Qualifications

Minimum Education and Experience required

High school diploma or G.E.D.

6 months experience working in a childcare setting.

Knowledge, Skills, and Abilities

- Ability to model behavior consistent with the PWCC mission
- Knowledge of pluralism and diversity issues
- Ability to effectively communicate and work with all people
- Knowledge of child development from six (6) weeks to six (6) years old.
- Knowledge of sanitation/cleaning techniques

- Skills in promoting and managing appropriate behavior in children to ensure a safe environment
- Ability to manage multiple priorities to ensure work is completed in a timely and productive manner
- Ability to communicate effectively and persuasively in oral and written communication on an interpersonal or group level
- Knowledge of health and safety precautions and emergency responses.
- Ability to work, daily, with a wide range of children and maintain a positive, creative, and patient demeanor
- Knowledge of appropriate intervention and guidance techniques to ensure classroom control and safety
- Ability to work effectively as a member of a team to accomplish program goals

- Ability to effectively communicate with children, parents, staff, and other organizations
- Ability to provide a comfortable, confidential, and supportive atmosphere for children and their families

Working Conditions

This position requires a high level of physical movement to care for children. Activities include bending, crouching, kneeling, crawling, running, and ability to lift a child up to 60 pounds.

Ability to work effectively in an environment providing multiple services to a culturally, socially, and economically diverse clientele.

Ability to work in an environment that requires the use of a personal computer, telephones, and other technical apparatus 10% of the time; ability to perform repetitive motion of the fingers, hands, and wrists.

The above statements are not intended to encompass all functions and qualifications of the position, rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.