

Esko Public Schools No. 99

Esko Community Education is accepting applications for multiple part-time School Age Care Assistant positions. Applicants are required to have a high school diploma and experience working with school age children.

Adults: \$18.40 per hour – up to 16 hours per week
Students: \$14.21 per hour

Send Letter of Interest, resume/credentials and completed application form to:

Michele Carlson, Community Education Director
PO Box 10
Esko, MN 55733

Application Deadline: Open until filled.

**Official Job Posting, Job Description, Application Form, and request
for accommodations available at www.esko.12.mn.us**

COOL KIDS - SCHOOL AGE CARE PROGRAM ASSISTANT

General Position Description:

Assist Cool Kid's Coordinator in providing a quality school age child age care program. Program Assistant helps provide activities that offer a fun, safe, caring environment that fosters recreational, social, educational, and developmentally appropriate experiences that compliment a child's school day.

Education/Licensure Needed:

High School Diploma
AA Degree or 1040 hours of experience working with School Age Children

Job Qualifications:

- CPR & First Aid certification (recommended)
- Successful experience in working with school age children.
- Successful experience working with parents and co-workers.
- Ability to communicate verbally and in writing.
- Able to handle activities with groups of children and develop positive relationships with them.
- Able to handle lifting and bending and may spend time sitting on the floor or child sized furniture.

Essential Duties (included but not limited to):

1. Responsible for room preparation, project materials, art and craft supplies, toys and resources, and snack according to the plan for the day. Works with the team in developing these daily plans.
2. Interact with participating parents and children as they arrive, and actively participate with children in daily activities.
3. Follow daily school schedule which includes bringing children to lunch, preschool class, and playground.
4. The Program Assistant will be working in a busy and occasionally noisy environment. There may be several activities and situations happening at once, and the Program Assistant will have to supervise all children at all times and ensure that children are involved in safe and appropriate activities.
5. Help with preparation, activities, and clean-up for various family events, community events and fundraisers as assigned.

It is the policy of INDEPENDENT SCHOOL DISTRICT NO. 99 to provide equal employment opportunity for all, without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.