



**Position Title:** Tosa Tots 3K Program Classroom Assistant

**Department/Location:** Recreation Department/Tosa Tots site **Job**

**Classification:** Part time

**Reports to:** Tosa Tots Lead Teacher & Program Coordinator - Recreation

**Supervises:** N.A.

**Position Summary:** Classroom Assistants are employed through the Wauwatosa Recreation Department to work collaboratively with instructional staff in preparing and delivering classroom instruction.

**Qualifications:**

- High School diploma required
- Experience working with children ages 3-5.
- Associate Degree in Early Childhood Education is preferred
- Ability to maintain high level of confidentiality
- Ability to work with diverse groups of adults and children
- Excellent organizational skills
- High level of maturity
- Strong degree of self-direction and motivation
- Ability to work effectively in a team environment
- Ability to use tact and diplomacy in dealing with others
- Ability to maintain records and reports in an organized and orderly manner
- Knowledge of effective teaching practices
- Ability to design lessons that meet the educational needs of all students
- Understands intellectual, social, emotional, and physical development of the age group of students

**Essential Job Functions:**

- Classroom preparation, delivery of instruction, and supervision of students.
- Specific duties that may include but are not limited to the following:
- Work collaboratively with instructional staff to prepare classroom materials and resources.
- Assist classroom teacher with supporting and implementing instructional lessons and activities.
- Supervise and assist students in the classroom and in the community to ensure a safe and healthy learning environment.
- Assist student with personal care needs.
- Other duties as assigned.

**Physical Requirements:**

- The employee must be able to complete all physical requirements of the job with or without a reasonable accommodation. Physical requirements will include sitting, standing, walking, lifting, carrying, reaching, pushing, pulling.

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By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Wauwatosa School District reserves the right to change duties, responsibilities or activities with or without notice.

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Employee Signature

Date Signed

Update 6/28/2022