

# ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89<sup>th</sup> Avenue NE | Suite 345 | Blaine, MN 55434  
Phone: 763-783-4747 | Fax: 763-783-4700  
Website: [www.accap.org](http://www.accap.org)



## JOB DESCRIPTION

**Position Title: Assistant Teacher II**  
**Class Title: Assistant Teacher**  
**Range: 2**  
**Reports to: Program Coordinator**

**FLSA: Non-Exempt**

### Position Requirements:

**Education and Experience:** High school diploma or equivalent; Child Development Associate (CDA) credential; or enrolled in a CDA credential program, or have an associate or baccalaureate degree in any field or be enrolled in a program leading to such a degree to be completed within two years of hire date.

**Licenses Required:** Must meet Minnesota Department of Human Services Division of Licensing requirements for Assistant Teacher.

**Certifications Required:** Certification (or willingness to obtain) in: First Aid and CPR.

**Background Investigation Required:** BI through MN Department of Human Services.

**Knowledge:** Knowledge of early childhood development.

**Abilities:** Ability to work well with individuals from various ethnic backgrounds; interest and willing to work with young children and their families, ability to assist in teaching; good communication, record keeping and writing skills; experience and ability in working in a multidisciplinary team environment.

**Skills:** Good communication and writing skills and record keeping skills.

### Duties and Responsibilities:

Assists in organizing and operating the classroom according to state/federal laws and regulations. Assists in classroom setup; planning and preparing work materials for the children; and record keeping; assists as needed with transporting/serving meals and cleanup. Assist in completing all required documentation, including, but not limited to; Attendance, In-kind, meal services, accident reports. Uses research based curriculum and assessment tools, with the guidance of the lead teacher, to provide individualized learning experiences for each child. Prepare and participate in Parent/Teacher conferences, attend home visits as required, and attend staff trainings. Attend parent meetings, staff meetings, agency meetings and staff trainings. Substitute teaches as needed. Dependable attendance and must be flexible with daily work schedule. Assists with Home Base center days and evening meetings as needed. Must be in good physical health and able to lift and carry approximately 50 pounds safely. Performs other related duties as assigned.

### Essential Job Functions:

Normal office procedures, able to lift and carry 50 pounds safely, sitting in a chair, standing, or walking for extended periods of time, repetitive body movement including bending, crouching, kneeling, reaching, pulling, pushing, twisting, and turning. Must be able to communicate effectively with clients and employees. Must be able to enter client's home, climb stairs and could come in contact with cigarette/cigar smoke and a variety of pets.

Posting Date:	January 9, 2019	Location:	Coon Rapids, MN
Closing Date:	Until Filled	Supervisor:	E.Grant
Status:	Permanent/FT		
Benefits:	Medical, Dental, Vision, Life, Disability, HSA, Vacation, Sick, Holiday, 403B, Section 125		

To receive an employment application, go to [www.accap.org](http://www.accap.org).