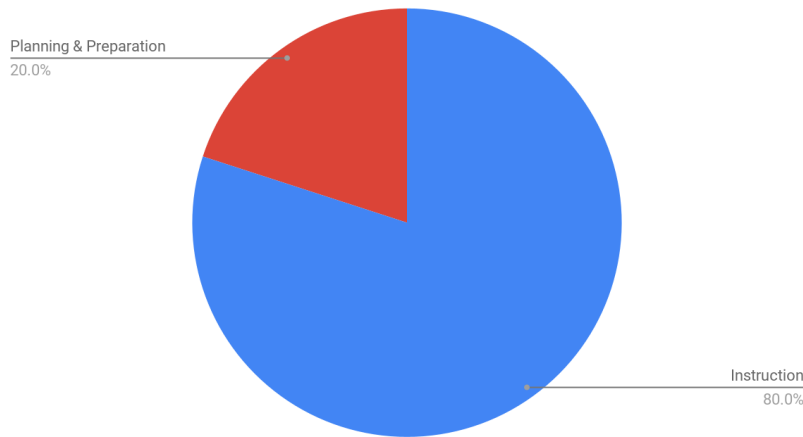


Joyce Preschool
**Before School Assistant Teacher & On-Call Substitute
Teacher Position Description**



Contract Period: August 15th, 2022 - May 26th, 2023
Schedule: 8:00 - 9:00 a.m., Monday - Friday
Site: Joyce Preschool, 3400 Park Avenue,
Minneapolis, MN 55407
Reports to: Program Director
Compensation: \$16.50-\$18.50/hour, DOQ

Joyce-Park After School Assistant Teacher 2022-23-Weekly Breakdown of Hours



Primary Duties and Responsibilities:

Before School Teacher

- **4 hours** Instruction (student contact time)
- **1 hour** Planning and Preparation: classroom set-up/clean-up, preparation of materials, etc.
- **TOTAL: 5 hours per week**

On-Call Substitute Teacher position:

- Act as a substitute teacher for lead and assistant teachers on an as-needed basis throughout the school year

Instruction

- Serves as assistant teacher for after school program.
- Ensures students are welcomed daily into a safe, healthy and engaging learning environment.
- Collaborates with other Joyce teachers to create and maintain effective learning areas that embed early literacy (Spanish and English) throughout and reflect cultural traditions from Spanish- and English-speaking cultures.
- Emphasizes social and emotional development for children in their first year of preschool
- Upholds requirements of Minnesota DHS Child Care Licensing, Minnesota Parent Aware, and NAEYC Accreditation.
- Works proactively with teaching staff, students, and families to promote positive student behavior. Uses redirection as behavior intervention strategy.

- Supervises, supports, and provides feedback to assistant teachers to successfully carry out learning experiences and behavior management for children.

Minimum Qualifications

- Meets qualifications according to DHS Minnesota Administrative Rule 9503.0033 for assistant teachers (see [attached document](#) from DHS).
- Education and experience requirements:
 - High school diploma or GED AND 2,080 hours of experience as assistant, aide, or intern, PLUS 12 quarter credits of education, or
 - Certificate or credential for a two year program in child development or early childhood education at a Minnesota community college or technical college (no additional experience or education required), or
 - *See DHS Rule 9503.0033 for other possible education and experience combinations.*
- Bilingual conversational abilities (Spanish/English)
- Experience working with diverse populations
- Knowledge of diverse communities in Minneapolis
- Basic computer skills (email, electronic filing systems, and word processing)
- Ability to manage multiple priorities

Desired Qualifications

- 1+ year experience (or 1,040 hours) as an assistant, aide, or intern in a preschool setting
- Fully bilingual (high level of oral and written Spanish and English)
- Baccalaureate degree in any field from an accredited college or university (no additional experience or education required).
- Experience in a bilingual educational setting
- Some coursework and/or professional development completed in Early Childhood Education, Child Development, or related field.
- Proficient in Microsoft Office Suite.

Assistant teachers are paid an hourly rate based on range of \$16.50-\$18.50 per hour.

Joyce Preschool does not discriminate against any person because of race, color, sex, sexual orientation, gender identity, national origin, age or disability.