



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.