



West Windsor-Plainsboro Regional School District

Job Description

Job Title: Mini Explorers Assistant Instructor
Department: Community Education
Report To: Director of Community Education/Program Administrator
Salary Guide: Non-Affiliate E; 10-month; salaried
Prepared Date: May 23, 2023

Position Summary: The Mini Explorers Assistant Instructor aids in the development and supervision of care-based activities for preschool-age students in the Community Education program.

Qualifications: High School Diploma or GED and 60 credits from an accredited university. Associates degree preferred. Minimum of two years' experience working with preschool-age students; assisting in the delivery of developmentally appropriate activities. To perform this job successfully, an individual must be able to work as part of a team to create a welcoming and safe environment for program attendees with minimal supervision. Individual must be able to successfully maintain a positive and enthusiastic attitude as a role model.

Essential Duties: The Mini Explorers Assistant Instructor has the responsibilities and performs the duties commonly associated with this position, including, but not exclusive of the following, which are performed directly or through the policies and rules of the West Windsor-Plainsboro Community Education department, and the terms of all employment agreements, with all of which he/she is expected to be familiar.

Essential Duties and Responsibilities

- Provide assistance to the program lead in the delivery and supervision of all activities.
- Help students with snack and lunchtime routines, clean up and transitions.
- Assist with activity and supply preparation.
- Assist with the general classroom set up and maintain a clean, safe and engaging area for students.
- Assist with classroom management and monitoring of student behaviors.
- Inventory, request and sustain sufficient supplies to ensure quality programming within specified budget.
- Maintain a clean and organized storage and work area.

- Complete required safety drills.
- Maintain regular communication with the program lead.
- Participate in all required staff meetings through the Community Education Department (i.e. full staff, in-service, etc.).
- Maintain positive relationship with host school's principals, main office staff and teachers.
- Report all concerns regarding incidents (HIB, site safety, etc.) to Community Education Director.
- Maintain confidentiality and discretion when communicating with staff, children, parents, Program Administrator, and Community Education office.
- Conduct himself or herself in a professional manner at all times.
- All other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises all students enrolled in Community Education's Mini Explorers program. Works with classroom assistant in the delivery of daily activities.

Actively supervise all program areas when children are present. Oversee the safety and whereabouts of enrolled children at all times.

TECHNOLOGY SKILLS

Proficiency in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Genesis Employee Portal, Genesis Student Information System. Training in Community Pass will be provided.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually by the Community Education Director.

PHYSICAL DEMANDS

Physical Demands include the ability to move safely about the program space, stand for prolonged periods, bend, carry and lift up to 40 pounds at a time, twist and sit on the floor. Ability to operate a computer and/or other office machinery. Must be able to securely file confidential documents. Ability to communicate verbally, and in writing via technology devices or handwritten correspondence. Reasonable accommodations may be made to enable individuals with disabilities through an interactive process of determining essential duty task completion options.

TERMS OF EMPLOYMENT

10-month salaried position. Salary and benefits as determined by the Board of Education.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 5/24/2023

Certified by: CJ Cornella
Director of Human Resources

