

Prodeo Academy

Job Title: Pre-Kindergarten Assistant



POSITION DESCRIPTION

Prodeo Academy, a PK-4th grade public charter school serving the Twin Cities, is a meaningful education solution that is closing the opportunity gap through data driven instruction in a culture based on a foundation of five core values: Perseverance, Respect, Integrity, Development and Enthusiasm. Shared expectations around these values enhance the opportunity for our scholars to reach their full potential. We are looking for team members committed to helping our students access greater opportunities, achieve future success, and contribute to the vitality of our community.

Reports To: Principal

VISION FOR POSITION

Pre-K Assistants are committed members of a school team that is closing the opportunity gap. A Prodeo Academy Pre-K Assistant is intensely focused on each student's growth. A Pre-K Assistant supports the Pre-K Classroom Teacher to achieve rigorous, kindergarten-ready goals by the end of the year. In order to do this, the Pre-K Assistant provides a loving, structured classroom rooted in play and high expectations for behavior and learning. The Pre-K assistant will report to the Principal and Pre-K Classroom Teacher, and will work in partnership with all members of the school team. This opportunity is ideal for someone who is energized by challenging work, committed to a career in education long term, and is able to work collaboratively across lines of difference with an emphasis on cultural sensitivity and inclusiveness.

POSITION FUNCTIONS

Instruction

- Assists teacher to provide targeted instruction to students
- Utilizes play to teach toward curriculum
- Works hard to be an expert in most effective, play-based instructional practices

Classroom Management

- Radiates warmth; is a positive presence with students
- Speaks with leadership and confidence
- Creates a safe, predictable environment for students; has high expectations for students
- Supports Pre-K Classroom Teacher's methods of classroom management
- Values school-wide consistency and implementation of the most effective practices; follows school's Common Picture routines, procedures and expectations

Data Analysis

- Works with Classroom Teacher every 6 weeks to understand role in Data Driven plans

Professional Development

- Attends all professional development offered by the school, including a 2-week training in August
- Attends coaching meetings, is receptive to frequent observations, and implements feedback
- Is organized and well-prepared for all sessions

PERSEVERANCE RESPECT INTEGRITY DEVELOPMENT ENTHUSIASM

- Follows through on next steps from professional development
- Works hard to achieve professional goals

Grade Team Participation

- Attends and participates in weekly meetings
- Approaches team work with humility and offers help even when it hasn't been asked for
- Shares resources, plans and ideas openly
- Has a “whatever-it-takes” mentality to the support their team and Classroom Teacher

Communication

- Takes direction from Classroom Teacher; asks for feedback regularly
- Advocates for students regularly, does not allow for time to pass when a student is in need
- Checks and responds to email and phone messages within 24 hours
- Speaks kindly of others at all times
- Stays solutions-orientated when faced with complex challenges

SKILLS & REQUIREMENTS, DESIRED QUALIFICATIONS

General Requirements

- Education required: BA/BS degree
- Other Desired:
 - Experience related to Early Childhood Education preferred
 - Experience working with children between the ages of 3 and 5

Knowledge & Skills

- Outstanding attention to detail and willingness to get the job done
- Excellent organizational, planning, and implementation skills
- Ability to communicate and interact effectively with multiple stakeholders
- Able to multi-task and work in a fast-paced entrepreneurial environment
- Knowledge of MS Office (Word, Excel, Powerpoint)
- 4-year college degree preferred, but not required