

**Job Description**  
**Clover Kids Assistant Teacher**

**I. NATURE AND REQUIREMENTS OF POSITION:**

- This position provides assistance to Clover Kids Lead Teacher, Iowa State University Extension and Outreach (ISUEO) and to the Regional Extension Education Director for organization and delivery of Clover Kids programming.
- The position requires knowledge of ISUEO, county policies and Clover Kids, skills in written and oral communication, skill in delivery of a wide variety of topics relating to Clover Kids and families' programs, good judgment, dependability, and confidentiality.
- The Wapello County Clover Kids Program is open to students who attend school in the Ottumwa, Cardinal, and Blakesburg School district and are in kindergarten through 3rd grade. The Clover Kids Program is held at various public and private elementary schools located in Wapello County.

**II. QUALIFICATIONS FOR EMPLOYMENT:**

- Experience assisting with group activities with youth.
- High school degree required.
- Valid driver's license and reliable transportation
- Employment contingent on successful background screening in First Advantage and DHS.
- Fluent in Spanish preferred
- Ability to work with minimal supervision from professional staff & supervise others.

**III. SPECIFIC RESPONSIBILITIES:**

- Assist Lead Teacher with enrichment units and other aspects of the Clover Kids Program including but not limited to serving snacks, supervising recreation, and assisting with activities.
- Assist with supervising students during the entirety of the Clover Kids Program.
- Demonstrate a commitment to improving the lives of children and an appreciation of different learning styles.
- Be well organized and responsive to students' needs.
- Be able to work cooperatively with other adults as well as with children.

**IV. DEMANDS OF POSITION:**

- Part time, with hours generally between 2:30 pm and 5:30 pm Monday through Thursday.  
25-35 hours per month October through May.

- This position will involve considerable bending, sitting, standing, and reaching while assisting with serving of snacks, supervising recreation (outside and inside) and other activities as planned or assigned.
- Some lifting will be required.
- An Iowa driver's license and access to transportation are required.
- The applicant will be required to pass a background check in First Advantage and DHS.

**V. SUPERVISION:**

- Reports to Regional Extension Educational Director and Wapello County Extension Council
- Consults with Clover Kid Lead Teacher

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Clover Kid Assistant Teacher