Basic job skills: Kindergarten assistant

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| **Tasks for the kindergarten assistant:*** be involved in planning, implementing and evaluating educational activities
* attend meetings in order to implement the educational work
* help to create and maintain close contact with parents
* help to document work in the department
* receive guidance from the educational staff
* attend mandatory seminars and courses
* participate in change and development work
* use digital tools for information searches and documentation
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**Reading**

**On a daily basis the kindergarten assistant will:**

* read work schedules and task distribution lists
* read forms such as weekly schedules and attendance forms
* read logs and procedure logs
* read messages to and from colleagues or parents
* read information posted about trips and other activities
* read symbols on labels on food, medicines and detergents
* read children’s literature to children

**Regularly the kindergarten assistant will:**

* read information letters to parents
* read management information letters
* read term plans and activity plans
* read instructions relation to hygiene and allergies

**Occasionally the kindergarten assistant will:**

* read specialist literature
* read descriptions of procedures
* read training material in connection with courses and other training
* read forms and information relating to their own employment relationship
* read news that may affect their working day
* read messages and emails
* read reports and meeting minutes

**Writing**

**On a daily basis the kindergarten assistant will:**

* fill in forms concerning day-to-day routines
* keep a log of the day’s activities
* write messages to colleagues and parents
* write notes and to-do-lists

**Regularly the kindergarten assistant will:**

* fill in observation forms
* write stories from the profession
* write information for bulletin boards
* fill in order lists

**Occasionally the kindergarten assistant will:**

* fill in self-certificates and applications for leaves of absence
* write minutes of meetings
* fill in non-conformity forms in the event of serious incidents
* write information posters and notices
* write text for images, online or in photo albums
* write messages and emails
* fill in forms relating to their own employment relationship

**Oral skills**

**On a daily basis the kindergarten assistant will:**

* have conversations with children, colleagues and parents
* give and receive messages and instructions from colleagues and parents
* answer questions from parents and children
* greet and say goodbye to parents and children
* coordinate day-to-day work with colleagues
* discuss measures if unforeseen situations arise
* give oral reports on incidents occurring during their shift
* take part in informal conversations with children, colleagues and parents

**Regularly the kindergarten assistant will:**

* discuss and explain measures and plans to parents
* reassure children and parents if something unexpected happens
* resolve conflicts through explanations and discussions with children and adults
* explain special circumstances to parents, colleagues and superiors
* participate in discussions regarding educational initiatives and work plans
* coordinate the planning and implementation of special activities with colleagues

**Occasionally the kindergarten assistant will:**

* conduct performance reviews with the supervisor
* collect and communicate necessary information about the children’s health, diet and medication
* obtain information in connection with excursions
* get updates on new procedures
* discuss and provide input on working conditions, the working environment and training needs
* convey views to different recipients and discuss professional topics in different situations
* notify of incidents and accidents

**Numeracy**

**On a daily basis the kindergarten assistant will:**

* count and verify the number of children in order to keep track
* keep track of their own working hours
* work with children on mathematical concepts
* measure quantities of ingredients when cooking
* mix correct quantities in the correct ratio
* facilitate games and activities that encourage numeracy and mathematical thinking

**Regularly the kindergarten assistant will:**

* fill in timesheets
* buy and keep lists of goods and expenses
* make estimates of costs in connection with purchases
* measure quantities of materials for activities
* estimate material requirements based on the number of participants in an activity
* estimate quantities by visual estimate

**Occasionally the kindergarten assistant will:**

* work on basic mathematical skills with children
* measure and record amounts of medication given to a child
* plan trips by public transport, calculate time and choose the right tickets
* check their own payslip

**Digital skills**

# On a daily basis the kindergarten assistant will:

* use email to communicate and make appointments with parents
* search the internet for text and images for children’s activities
* take photos of activities in the kindergarten
* register working hours
* store and transfer images from a camera or mobile phone to other storage devices
* use and teach children how to use tablets or computers
* use interactive training programs

**Regularly the kindergarten assistant will:**

* post updates on the kindergarten’s website
* post photos on the kindergarten’s website
* send and receive messages and emails

**Occasionally the kindergarten assistant will:**

* find new recipes to use in the kindergarten
* teach children how to search for and find information, music, photos and films online
* use a smartphone and tablet with different apps relating to tasks
* keep up to date on and communicate knowledge about netiquette skills
* use online resources in educational work
* update and post information about activities on social media
* save reports and folders on activities and children’s development
* use presentation tools for parent group meetings
* keep track of activities in electronic calendars
* use various digital arenas for collaboration and communication
* use QR codes and barcodes as needed
* use standard office software
* use digital learning resources for training