Kindergarten assistant

The profiles for basic job skills describe how reading, writing, numeracy, oral and digital skills are part of the work tasks in various occupations. The profile shows which basic skills the employee should have.

The profiles can be used to give:
- Relevant training in basic skills in the SkillsPlus programme
- Make language teaching work-oriented
- Give a vocational aspect to the common core subjects in the VET (vocational education and training)
Tasks for the kindergarten assistant:

- be involved in planning, implementing and evaluating the educational activities
- attend meetings in order to implement the pedagogical work
- help to create and maintain close contact with parents
- help to document the work in the department

**Reading**

<table>
<thead>
<tr>
<th>On a daily basis the kindergarten assistant will read:</th>
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</thead>
<tbody>
<tr>
<td>work schedules and vacation plans</td>
<td>fill in forms on daily routines</td>
</tr>
<tr>
<td>list of work distribution</td>
<td>keep a log of the day’s activities</td>
</tr>
<tr>
<td>forms like week schedule and attendance form</td>
<td>write messages to colleagues and parents</td>
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<tr>
<td>log and routine log</td>
<td>write notes and memos</td>
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<tr>
<td>messages to and from colleagues or parents</td>
<td></td>
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<tr>
<td>posted information about tours and other activities</td>
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<tr>
<td>symbols on food labels, labels on medicines and detergents</td>
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<tr>
<td>child literature out loud</td>
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</tbody>
</table>

**Writing**

**Regularly the kindergarten assistant will read:**

- information letters to parents
- information letters from the management
- term plans and activity plans
- instructions for hygiene and allergies

**Occasionally the kindergarten assistant will read:**

- specialist literature
- descriptions of procedures
- training materials related to courses and other training activities
- forms and information related to his/her own employment

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

- complete observation forms
- write stories of practice
- write posters and signs with information on bulletin boards
- complete order lists

**Regularly the kindergarten assistant will:**

- complete a self-certificate on illness and leave application
- write minutes from meetings
- report discrepancies and incidents
- print posters, bulletins and on boards
- write text to images, online or in photo albums
• receive guidance from the teaching staff
• attend mandatory seminars and training courses
• participate in change- and development achievements
• use digital tools for information retrieval and documentation

**Oral skills**

**On a daily basis the kindergarten assistant will:**
• talk 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 the daily work with colleagues
• discuss measures if unforeseen situations occur
• report on events in their own shift
• participate in informal conversations with children, colleagues and parents

**Regularly the kindergarten assistant will:**
• discuss and explain measures and plans with parents
• reassure children and parents if something unexpected happens
• resolve conflicts
• explain special circumstances to parents, peers 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:**
• have a performance review with his/her own supervisor
• collect and disseminate necessary information about children’s health, diet and medication
• obtain information in connection with excursions
• get updates on new procedures
• convey views and discuss professional topics in different situations to different recipients
• discuss and provide input on working conditions, health and training needs

**Numeracy**

**On a daily basis the kindergarten assistant will:**
• count and verify the number of children in order to keep track
• keep track of his/her own hours
• work with children on math concepts, such as bigger, smaller, longer
• measure quantities of ingredients when cooking
• mix amounts in the correct ratio
• facilitate games and activities that encourage numeracy and mathematical thinking

**Regularly the kindergarten assistant will:**
• check his/her own paycheck
• fill out the timesheet
• shop and keep list of goods and expenses
• make estimates on the costs of purchasing
• measure the quantities of materials for activities
• estimate material requirements based on the number of participants in an activity
• estimate amounts

**Occasionally the kindergarten assistant will:**
• work on basic math skills with children such as counting, calculating species and geometric shapes
• measure and record amounts of medication given to a child
• plan trips with public transport, calculate time and choose the right tickets
• check their pay slip
«Practical applicability motivates adults to participate in training»

Digital skills

On a daily basis the kindergarten assistant will:
• communicate with the employer by e-mail and intranet
• use e-mail to communicate and make appointments with parents
• search the Internet for text and images to children’s activities
• take digital pictures of activities in the kindergarten
• store and transfer images from the camera to other storage devices
• use and teach children how to use tablets or computers
• use interactive tutorials

Regularly the kindergarten assistant will:
• post updates on the kindergarten’s website
• post digital pictures on the kindergarten’s website
• fill in electronic working time schedules
• send and receive text messages to and from parents and peers

Occasionally the kindergarten assistant will:
• finding new recipes to use in the kindergarten
• teach kids how to search and find information and photos online
• use internet resources in educational work
• save reports and folders on activities and children’s development
• use presentation tools to parent group meetings
• keep track of activities in electronic calendars
• update and post about activities on social media
• keep up to date and communicate knowledge about web security
• use presentation tools for parent group meetings
• keep track of activities in electronic calendars

The Knowledge Promotion Reform from 2006 has defined five skills that form the basic prerequisites for learning and development in school, work and community life.

The five basic skills are:
• Digital skills
• Oral skills
• Reading
• Writing
• Numeracy

At skillsnorway.no you will find more resources aimed at working with adults and basic skills.