

Classroom Support Aide

REPORTS TO: Site Manager

FLSA STATUS: Non-Exempt

STATUS: Part Time, 32 weeks, 25 hours per week

SAFETY SENSITIVE: Yes

Job Summary:

Responsible for assisting with daily classroom operations, participates in planning and implementing appropriate early childhood activities, provides individualization and support for specific children, and develops appropriate relationships with children, parents, community and co-workers within the Head Start Program. Hours may be flexible throughout the year based on site need.

Essential Functions:

The Classroom Support Aide will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Classroom Support Aide responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Classroom Support Aide will demonstrate competency to perform essential functions that include:

- Assist staff in implementing curriculum to support educational and assessment goals for all children, including individualized goals for children with disabilities to promote growth and learning in all developmental areas.
- Actively participate in daily classroom operations by adapting and implementing developmentally appropriate activities, materials and equipment to facilitate participation of children with disabilities.
- Promote the social, emotional, physical and cognitive development of all children, including those with disabilities and behavioral challenges.
- Implement and reinforce behavior management techniques.
- Observe, record, and monitor children's progress.
- Routinely communicate observations and progress with classroom staff, consultants and parents, ensuring professional ethics and confidentiality are maintained.
- Facilitate family-style meals including assisting children in table setting, serving food, practicing appropriate meal time behavior, and good nutritional habits using CACFP guidelines.
- Perform required care-giving activities for child/children, i.e. feeding, toileting, dressing etc.
- Complete reports as assigned by supervisor with accuracy and timeliness.
- Attend and actively participate in staff meetings, training, and professional development.

Minimum Requirements:

- HSD/GED. CDA/ECE Certificate preferred.
- Six months BCCL or Head Start parent or volunteer work in Head Start (HS) or Child Care (CC) preferred.
- Classroom Support Aide must be at least 18 years' old
- Basic computer skills, functional oral and written communication skills, and ability to communicate in a professional manner with internal and external customers.
- CSA may not drive to pick up supplies, etc. unless a copy of vehicle insurance and driver's license is on file.
- Fingerprint card and Social Security card
- CPR and First Aid optional unless required by job location.
- Health Questionnaire is required at hire and will be updated every 3 years.
- Employee must be able to speak, read, write, and understand English.
- Bilingual English/Spanish skills desirable.
- Food Handlers Card or Certificate within 30 calendar days of hire.

Knowledge, Skills, and Abilities:

- Knowledge in the application of the principles of early childhood development, cultural/ethnic diversity and family dynamics required.

- Demonstrate the ability to prioritize workload while being flexible, work independently, and have team membership skills.
- Knowledge of Child and Adult Food Program (CACFP) and how to implement per position.
- Demonstrate the understanding of CPS reporting system, signs and symptoms of child abuse and neglect.

Physical Requirements:

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 40 lbs., run 50 feet, and demonstrate exercises – jumping jacks, leg lifts, etc.

Working Conditions:

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

Acknowledgment:

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position, and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly

Employee Signature

Date