

WALDO COMMUNITY ACTION PARTNERS

(Job Description)

POSITION: Classroom Aide

GENERAL SCOPE OF DUTIES: Act as a program support person in the classroom assisting teaching staff with meal service and with classroom duties to meet all Head Start and Early Head Start performance and Day Care Licensing standards. Align with agency mission in all aspects of work.

EQUIPMENT USED:

- All regular kitchen equipment
- All general office equipment including computer, fax, copier
- All regular classroom maintenance equipment
- All standard light housekeeping equipment

ESSENTIAL DUTIES:

Food Service

- Assist food service personnel with preparation, serving and clean up of meals served in the program as needed.
- Walking to and from the kitchen to deliver meals and dishes.
- Maintain clean, neat appearance including closed-toed shoes and hair covering while in food service area.

Classroom Responsibility

- Assist Teachers with classroom activities and routines on a daily basis. Duties will include but not be limited to:
 - Respond quickly in cases of emergency, including but not limited to:
 - Escorting children quickly from the building during fire drills, evacuation drills, and actual emergencies.
 - Shifting quickly off the floor or from a standing position to respond to unsafe behaviors or challenges.
 - Bend at the knees and hips to get at the child's level during times of communication, meals, and play.
 - Ability to lift, hold, and stabilize children for hand washing, diapering and toileting, and comforting upset children.
 - Ability to sit on the floor for times of play, and cleaning.
- Assist with transitioning to and from playground and supervision of playground activities.
- Participation in meal time management.
- Participation in child development activities as instructed by Teachers.
- Assume classroom responsibilities when necessary for the teacher to be out of the room.
- Convey accurate and prompt communications from families or other staff to teaching staff.

- Assist with general classroom set-up, maintenance, and cleaning on a daily basis.
- Keep and submit accurate daily time sheets bi-weekly.
- Data entry as required.

Professional Development

- Keep up to date on State and Federal regulations governing all aspects relevant to this position.
- Participate in any required meetings and professional development sessions.

Leadership & Teamwork

- Build cooperative goals and relationships of mutual trust.
- Work in collaboration with agency staff to facilitate a team environment.
- Demonstrate effective communication skills in building relationships with all employees and clients.
- Collaborate with all partner agencies to assure effective communication processes across agencies.
- Exhibit a positive attitude and professional, confidential and collaborative approach with supervisor, co-workers, clients, partners and community.
- Adhere to the policies in the use of computer technology and all tele-communication devices.

Safety and Wellness

- Actively promote safety and accident prevention within the workplace.
- Report any unsafe conditions, incidents and/or accidents immediately.
- Manage cleaning equipment including vacuum, broom, mop and bucket, washing machine, and dryer.

NECESSARY ABILITIES AND KNOWLEDGE:

- Must be flexible and able to work with multiple staff members and volunteers.
- Must maintain confidentiality at all times
- Ability to lift up to 35 lbs daily.
- 1 year experience in preschool or infant-toddler classroom preferred.
- Achieve and maintain First Aid and CPR certification.
- Data entry proficiency preferred.
- Child Development Associate (CDA) credential preferred.

MINIMUM QUALIFICATIONS:

- High School graduate or equivalent.
- Must be able to pass a physical examination and TB screening.
- Ability to meet WCAP background clearance requirements.
- Must have adequate transportation, a valid driver's license and meet and maintain WCAP's insurance requirements.

REPORT TO: Lead Teacher or Site Manager

HOURS PER WEEK: 20-32

SALARY RANGE: Non Exempt/Grade 7/245 points

STATEMENT OF UNDERSTANDING:

I have read and understand the above job descriptions and am willing and able to be responsible for the duties indicated.

Employee's Signature

Date