



WALDO COMMUNITY ACTION PARTNERS JOB DESCRIPTION

POSITION SUMMARY

The **Classroom Aide** acts 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Food Service:

1. Assists food service personnel with preparation, serving and clean-up of meals served in the program as needed.
2. Walks to and from the kitchen to deliver meals and dishes.
3. Maintains clean, neat appearance including closed-toed shoes and hair covering while in food service area.

Classroom Responsibility:

1. Assists Teachers with classroom activities and routines on a daily basis. Duties will include but not be limited to:
 - a. Responds quickly in cases of emergency, including:
 - i. Escorting children quickly from the building during fire drills, evacuation drills, and actual emergencies.
 - ii. Shifting quickly off the floor or from a standing position to respond to unsafe behaviors or challenges.
 - b. Bends at the knees and hips to get at the child's level during times of communication, meals, and play.
 - c. Lifts, holds, and stabilizes children for hand washing, diapering and toileting, and comforting upset children.
 - d. Sits on the floor for times of play, and cleaning.
 - e. Assists with transitioning to and from playground and supervision of playground activities.
 - f. Participates in meal time management.
 - g. Participates in child development activities as instructed by Teachers.
2. Assists Teachers in implementing developmentally appropriate educational activities.
3. Assumes classroom responsibilities when necessary for the teacher to be out of the room.
4. Conveys accurate and prompt communications from families or other staff to teaching staff.
5. Assists with general classroom set-up, maintenance, and cleaning on a daily basis.
6. Keeps and submits accurate daily time sheets bi-weekly.
7. Performs data entry as required.

Leadership & Teamwork

1. Builds cooperative goals and relationships of mutual trust.
2. Works in collaboration with Agency staff to facilitate a team environment.
3. Demonstrates effective communication skills in building relationships with all employees and clients.
4. Collaborates with all partner agencies to assure effective communication processes across agencies.
5. Adheres to Agency policies in the use of computer technology and all telecommunication devices.
6. Performs light housekeeping duties in classroom and building as necessary.
7. Shares monitoring of voice and email systems.
8. Follows Code of Conduct.

Position Title:
Classroom Aide

Department:
Early Childhood Program

Reports To:
Lead Teacher

Supervises:
N/A

FLSA Status:
Non-Exempt

Salary Range:
RH1/L1

Last Revised/Approved:
August 2018

Safety and Wellness:

1. Actively promotes safety and accident prevention within the workplace.
2. Reports any unsafe conditions, incidents and/or accidents immediately.
3. Manages cleaning equipment including vacuum, broom, mop and bucket, washing machine, and dryer.

Professional Growth and Development:

1. Maintains qualifications for this position as required by Head Start and state child care licensing regulations.
2. Attends professional development opportunities presented by Head Start or other professional organizations as appropriate.
3. Attends all regularly scheduled Head Start meetings, trainings and events including, but not limited to, team meetings, and WCAP staff days.

Non-Essential Duties and Responsibilities:

1. Performs additional duties as assigned.

GENERAL EXPECTATIONS

- Be committed to the Agency's Mission, Vision and Values.
- Maintain adequate knowledge of all WCAP programs in order to make referrals to other programs beneficial to the client, his/her family or friends.
- Maintain professional boundaries with all current, past, and prospective clients.
- Maintain confidentiality of clients, staff, and internal business information.
- Present professional and positive image as a representative of WCAP.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate proactively with the supervisor regarding work flow, problems, suggestions, etc.
- Seek out and attend relevant professional development conferences, seminars, workshops, and other activities related to all aspects of this position. Participate in all Pre-Service and In-Service training and professional development activities as required by the position. Participate in other local and state level meetings related to all aspects of this position.
- Attend team and staff meetings as scheduled.
- Contribute to a positive, team-oriented work environment.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors. Meet deadlines.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk and hear. The employee is frequently required to stand; walk; sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 35 pounds, and occasionally lift and/or move up to 50 pounds. Must have the ability to arrange classroom equipment, lift and move furniture, sit in small chairs and on the floor for extended periods of time, and work at low tables. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Uses the following equipment:

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

- All standard light housekeeping equipment

WORK ENVIRONMENT

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a classroom setting. Stressful crisis situations. Must be able to withstand outside conditions to meet licensing requirements. This position is a full-time hourly position that typically works normal daytime schedule. However, evening and week end time may be required to meet program and/or organizational needs. Overtime may also be required to meet program and/or organizational needs and requires prior approval.

QUALIFICATIONS NEEDED FOR POSITION

General Requirements:

- Must be able to pass a physical examination and TB screening.
- Must have adequate transportation, a valid driver's license and meet WCAP's insurance requirements.
- Must meet WCAP's background clearance requirements.
- Valid Criminal Record History Check (CHRC) through DOE.

Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least one year of experience in preschool or infant-toddler classroom preferred.
- Must be flexible and able to work with multiple staff members and volunteers.
- Data entry proficiency preferred.
- Achieve and maintain First Aid and CPR certification.

Education Requirements:

The following education requirements are considered essential:

- High School graduate or equivalent.
- Child Development Associate (CDA) credential preferred.

*** All requirements and skills are considered to be essential, unless otherwise indicated*

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand the above description, and I am confident that I will be able to meet the requirements of this job.

Employee Signature

Date

Supervisor Signature

Date