



## NOW HIRING

### Classroom Aide

DEPARTMENT: Early Childhood Program  
PAY RANGE: RH1/L1

HOURS PER WEEK: 29 hours/week- Full Year

#### POSITION DESCRIPTION

##### General Scope of Duties:

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.

##### 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*

A detailed job description is available on our website: [www.waldocap.org](http://www.waldocap.org). Please submit a completed WCAP employment application also available on our website to: Human Resources, WCAP, PO Box 130, Belfast, ME 04915. This position will remain open until a suitable applicant is found. WCAP is an Equal Opportunity Employer.