



Head Start

Alissa Holdson
Executive Director

Ronald C Loos
Board Chairperson

Andrea Rosipko
Director

POSITION DESCRIPTION

POSITION: **Classroom Aide**
EMPLOYMENT STATUS: **Part Time (20 HRS PER WK) Part Year (42 WKS)**
RESPONSIBLE TO: **Site Supervisor**
SUPERVISES: **None**
WORKSITE: **Licensed Center-Based Classroom (as assigned)**

BASIC FUNCTION: Assist classroom teacher with the implementation of developmentally appropriate practices based on the approved curriculum, addressing the cognitive, social, emotional, nutritional, and physical development of children.

MAJOR RESPONSIBILITIES AND KEY TASKS:

- Assist with selecting materials and equipment in conjunction with the Teacher.
- Assist with arranging the classroom according to curriculum guidelines.
- Assist with keeping all classroom equipment, supplies and furnishings in safe and clean condition.
- Assist with the implementation of individual goal plans for each child.
- Assist in clean-up of areas used by children and adults.
- Assist with observing and documenting each child's health, skills, behavior, growth, and development.
- Supervise children at all times.

EDUCATION AND EXPERIENCE REQUIREMENTS:

High school diploma or equivalent is required
Preference given to someone with related work experience

EXPECTATIONS:

- Must maintain confidentiality within and out of the program.
- Follow both verbal and written directions.
- Work as a team member.
- Maintain a positive attitude.
- Demonstrate flexibility working with the diverse needs and abilities of families, children, and co-workers.
- Be prompt and maintain good attendance.

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ESSENTIAL JOB FUNCTIONS:

- Must be able to physically interact with children, including talk, hear, sit, stand, walk; use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms; and stoop, kneel, crouch, or crawl and lift and or move items up to 80 pounds.
- Tasks may involve unplanned or procedure specific exposure to body fluids and possible exposure to communicable diseases. Maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ADDITIONAL REQUIREMENTS:

- Possess a valid Ohio driver's license; and insurability monitored by the ACCAA insurance carrier.
- Completion of background checks including BCI, FBI, sex offender registry and child abuse and neglect registry.
- Pass initial and regular drug screenings.
- Perform duties as assigned.

Signature

Date