WESTMORELAND COMMUNITY ACTION

POSITION DESCRIPTION

TITLE: CENTER AIDE with CDA

COMPONENT/DEPARTMENT: HEAD START

CLASSIFICATION: FULL TIME SEASONAL (40 HRS, 42 WEEKS)

REPORTS TO: TEACHER

DATE WRITTEN: Revised – 8/28/19

SALARY RANGE: $10.50 HR

POSITION SUMMARY

The Center Aide will participate in classroom activities under the direction of the teacher to provide a safe nurturing learning environment and may possibly assist with meal preparation.

RESPONSIBILITIES

1. Assist and supervise the children through all parts of the day.

2. To accurately complete all necessary paperwork in compliance with the Head Start program.

3. Assist in the classroom by ensuring a safe and healthy learning environment by following Head Start safety checklist and sanitation procedures.

4. Interact with children in the classroom during small groups; circle time and work time to facilitate developmentally appropriate practices.

5. Maintain compliance with confidentiality policies and HIPAA regulations, in regard to accessing protected information. Employee access to protected information is on a need to know basis.

6. Attend and participate in staff meetings and trainings as scheduled and maintain a Professional Development Record.

7. Ensure children are supervised in all program related activities.

8. Assist the children with self-help skills and/or toileting/diapering as assigned.

9. Assist center staff in observation and documentation of the children’s development and behavior in order to ensure planning is individualized.

10. Assist the Head Start Program with additional child-care responsibilities as needed.

11. Ensure that the activities of this position are consistent with the mission, vision and values of the WCA Head Start performance standards, policies and procedures.

12. Assist and participate in family style eating with the children to role model and encourage nutrition education.

13. Assist in maintaining classroom environment, by rotating materials, labeling shelves and
keeping a sanitation schedule.

14. Assist in lesson planning, preparation and facilitation of educational activities in accordance with the Early Learning Standards and School Readiness guidelines.

15. In absence of a coworker, you will be expected to assist in covering their position duties.

16. Food prep, meal pick-up and/or delivery from center/school kitchen, kitchen clean up, inventory, food ordering and possible pick-up, CACFP training and/or other duties in reference to breakfast and lunch service will be required as needed.

17. Any and all other duties as assigned by a Supervisor.

EDUCATION, EXPERIENCE AND/OR SKILLS

1. Minimum of High School Diploma or GED required and willing to obtain a CDA or Associate degree in Early Childhood Education within two years of hire.

2. Act 33, 34 and FBI Clearances.

3. Familiarity or involvement with the Head Start Program.

4. Basic computer skills

REQUIREMENTS NECESSARY TO SAFELY PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION OF HEAD START TRANSPORTATION AIDE

Physical requirements - Push/pull, lift/move up to 50 pounds.

Manual dexterity - Perform moderately difficult manipulation - filing, writing, monitoring blood pressure, doing hearing screenings.

Coordination - Perform tasks which require foot and/or hand/eye coordination - driving a car and working with above equipment.

Mobility - Walk, stand, sit for prolonged periods of time, drive.

Speech - Articulate with accuracy - client and professional relations, phone contact.

Vision - Read small print, drive a car.

Hearing - Receive verbal instructions, answer phones, intercom, communicate with clients/professionals.

Concentration - Able to concentrate on moderate detail with some interruption.

Attention span - Able to attend to task function for more that 60 minutes.

Conceptualization - Able to understand and relate to theories behind several related concepts.

Memory - Able to remember multiple verbal and written task-assignments given at beginning of a period extending over long period of time.

Environment Conditions - Indoor/outdoor work.

SIGNATURE _______________________________ DATE _____________________