MATURA Action Corporation

**Job Description 2023-2024**

**Job Title:** Head Start Classroom Aide  **Reviewed Date:** July 2023

**Department:** Head Start **Revised Date:** May 2020

**Reports To:** Head Start Teacher

**FLSA Status:** Nonexempt

**SUMMARY**

Assist in planning and implementing the classroom routine. Assist, as directed by the Teacher and Associate, in maintaining Head Start Program Performance Standards. Supervise and operate classroom in case of absence of other classroom staff. Must build and maintain relationships with enrolled families while maintaining professionalism and confidentiality.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Education & Childhood Development Program Services**

* Assist in creating a developmentally appropriate environment for children that will incorporate and encourage the use of language, social, cognitive, and motor skills of each child. Work with children individually and in groups.
* Assist in preparing and carry out weekly lesson plans with developmentally appropriate activities. Implement literacy/language requirements.
* Encourage parent involvement through volunteering in classroom, parent conferences, home visits, curriculum planning, parent meetings, parent training and education activities that is responsive to parent needs.
* Provide an environment of respect for each individual child through use of language experiences, encouragement of emotional expression by the child, and a balance of child initiated and adult initiated activities.
* Demonstrate knowledge of/and implement developmentally appropriate practices and early childhood development.
* Provide inclusion of children with disabilities consistent with their Individual Education Plan (IEP) and attend IEP meetings as requested.
* Must be willing to participate in on-going professional development.

**Health Program Services**

* Implement and assist in practices and requirements by promoting positive, culturally relevant, health behaviors.
* Assist with implementing all food program requirements.
* Assist in collaborating with children, families, staff, mental health professionals to enhance awareness/understanding of mental wellness and early child development.

**Family & Community Engagement Program Services**

* Assist with recruitment, coordinating, supervising/training volunteers in the classroom.
* Assist in planning/attending parent activity times, implementing all requirements related to these.
* Participate in home visits, conferences, Family Events, etc. as requested.
* Communicate with classroom staff daily to identify needs and community referrals for individual families.
* Must be flexible with schedule and hours to accommodate Family Events, home visits, and conferences, etc.
* Encourage regular classroom attendance per Attendance Policy.

**SKILLS, KNOWLEDGE, AND ABILITIES TO MEET ALL OF THE FOLLOWING REQUIEMENTS**

1. Work well with other staff members. Must be able to assume responsibility and to work as a team member.
2. Attend all training workshops and in-services as required by the agency and state licensing regulations.
3. Have knowledge or are willing to learn of MATURA services/referral system and ability to implement the system.
4. Learn and assist with the implementation of the DHS Licensing laws/regulations.
5. Communicate with central office and classroom staff, families, and various business and community contacts in a professional and courteous manner.
6. Demonstrates good oral and written communication skills.
7. Maintain and complete assigned paperwork meeting required deadlines.
8. Organization and time management skills to meet all program requirements.
9. Work with other employees in a team atmosphere.
10. Assist in maintaining and coordinating daily operations of the classroom center to meet Head Start Program Performance Standards.
11. Assist with, as directed, providing training on program requirements to volunteers and parents.
12. Handle confidential information with discretion.
13. Maintain regular attendance and be punctual.
14. Learn of the community resources/serve as a liaison between the program, family, and community by attending interagency meetings.
15. Assist with documentation of family referrals and follow up
16. Encourage parent involvement through volunteering, parent activity meetings, Policy Council, and parent committees.
17. Promote monthly In Kind and assist with meeting In Kind requirements.
18. Must have current physical (within 6 months of date of hire), and every 2 years thereafter.
19. Must have access to transportation with valid vehicle liability insurance, and current driver’s license.
20. Must be able to work in a professional manner with a partnering childcare center, Public School District, and the program landlord.
21. Willing to learn, or are knowledgeable in, the use equipment in the classroom (Example – computer, laminator, copier, etc.)
22. Assist with the maintenance of the facility/equipment. This would include cleaning and sanitation of bathrooms, classroom storage areas and all areas used by your center program**.**

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Prefer an Associate of Arts degree or aCDA (Child Development Associate), and experience working in the early childhood education field.

Individuals with an Associate degree in a field other than early childhood must have a staff development plan addressing how early childhood expertise is being provided to guide their involvement in the program curriculum. 15 clock hours of professional development is required annually.

**LANGUAGE SKILLS**

Have the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Have the ability to write routine reports and correspondence. Have the ability to speak effectively before groups of customers or employees of an organization.

**MATHEMATICAL SKILLS**

Have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Have the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Have the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Have the ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATION**

Must have a current certificate in CPR, First Aid, Mandatory Reporter training or obtain this training, liability insurance card, valid driver’s license, and Social Security number/card. Submit any education certificates, CDA, college diploma/college transcripts.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**WORKING CONDITIONS & PHYSICAL EFFORT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Seldom or Never** | **Monthly** | **Weekly** | **Daily** | **Hourly** |
| 1. Lift object weighing up to 20 pounds. |  |  |  |  | X |
| 2. Lift objects weighing 21 to 50 pounds. |  |  |  | X |  |
| 3. Lift objecting weighing 51 to 100 pounds. | X |  |  |  |  |
| 4. Lift objects weighing more than 100 pounds. | X |  |  |  |  |
| 5. Carry objects weighing up to 20 pounds. |  |  |  | X |  |
| 6. Carry objects weighing 21 to 50 pounds. |  |  |  | X |  |
| 7. Carry objects weighing 51 to 100 pounds. | X |  |  |  |  |
| 8. Carry objects weighing 100 pounds or more. | X |  |  |  |  |
| 9. Standing up to two hours at a time. |  |  |  |  | X |
| 10. Standing for more than two hours at a time. |  | X |  | X |  |
| 11. Twisting or turning head or back. |  |  |  |  | X |
| 12. Stooping, bending, kneeling, or crawling. |  |  |  |  | X |
| 13. Ability to reach and grasp objects. |  |  |  |  | X |
| 14. Manual dexterity or fine motor skills. |  |  |  |  | X |
| 15. Color vision - the ability to identify and distinguish colors. |  |  |  |  | X |
| 16. Ability to communicate orally. |  |  |  |  | X |
| 17. Ability to hear. |  |  |  |  | X |
| 18. Pushing or pulling carts or other such objects. |  |  |  | X |  |
| 19. Proofreading and checking documents for accuracy. |  |  |  | X |  |
| 20. Using a keyboard to enter and transform words or data. |  |  |  | X |  |
| 21. Working in a normal office environment with few physical discomforts. |  |  | X |  |  |
| 22. Working in an area that is uncomfortable due to drafts, extreme temperature change or temperature variation or the like. |  |  |  | X |  |
| 23. Working in an area that is uncomfortable due to extreme noise levels, or regular change in noise levels, or other conditions. |  |  |  | X |  |
| 24. Working with equipment, knives, cooking or performing procedures where carelessness would probably result in minor cuts, or burns. |  |  |  | X |  |
| 25. Sitting in small chairs or ability to get on the floor and up off the floor. |  |  |  |  | X |
| 26. Hazards such as mechanical, electrical, burns/explosives, unprotected heights, or moving objects | X |  |  |  |  |
| 27. Other physical ability or hazard exposure required by the job. | X |  |  |  |  |

**General Information**

*The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position.  Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.*

*This job description does not state or imply that the above are the only duties and responsibilities assigned to this position.  Employees holding this position will be required to perform any other job-related duties as requested by management.  All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

**Employee Signature**

I have read and understand all of the above.  I have reviewed the principal accountabilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor.  I understand that this document does not create an employment contract and that I am employed by *MATURA Action Corporation* on an "at will" basis.

Reviewed with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee

Reviewed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_