

## **JOB DESCRIPTION**

**PROGRAM:**                   **Head Start Program**

**JOB TITLE:**               **Head Start Substitute Classroom Aide**

**JOB CLASSIFICATION:**   **Classroom Assistant I (Substitute)**

**PAY GRADE:**               **4**

**JOB SUMMARY:** Assists on an as-needed basis with the supervision and instruction of young children in the classroom, and, as assigned, on the bus and during parent meetings. Head Start program managers, staff, and families keep children safe by creating a culture of safety. Everyone contributes to an environment that allows people to speak up about safety concerns. They also make it all right to talk about mistakes and errors and encourage learning from these events. Children are safer when everyone works together to improve the strategies they use in homes, centers, and the community.

### **SUPERVISORY RELATIONSHIPS:**

**SUPERVISES:**           Not Applicable

**REPORTS TO:**       Teacher or Home Visitor

### **QUALIFICATIONS:**

- High school diploma or G.E.D. certificate;
- Bilingual English-Spanish desirable.

### **GENERAL REQUIREMENTS:**

- Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, FBI Clearance, and National Sex Offender Registry check prior to hire and Motor Vehicle Record check;
- Fully vaccinated against COVID-19 (two doses of Pfizer or Moderna, or one dose of Johnson & Johnson) and provide proof of vaccination status or have an approved medical or religious exemption
- Mandated Reporters of Child Abuse training completed within 30 days of hire
- Physical ability to perform essential job functions without any health restrictions, including the ability to stand, walk, or sit for long periods of time; lift and carry up to 30 pounds; have unrestricted use of the upper and lower body, corrected or uncorrected hearing and vision within normal ranges and a clear speaking voice; and , other abilities necessary to ensure child safety in the classroom, other group areas and when in the community, such as but not limited to the following:
  - Ability to bend, squat, reach, kneel, and climb stairs;
  - Ability to move from a sitting to standing position quickly, safely, and without difficulty;

**JOB DESCRIPTION**  
**Substitute Head Start Classroom Aide**

---

- Ability to chase an eloping child;
- Ability to join the children's active play including jumping and running indoors and outdoors;
- Ability to assist children with diapering, toileting, and change of clothing requiring lifting, bending and squatting;
- Physical examination prior to hire;
- Tuberculosis test prior to hire;
- Current PedFACTS (Pediatric 1<sup>st</sup> Aid) and CPR certification;
- Non-traditional hours, including late afternoons and evenings; and,
- Job-related training, as assigned

**SPECIFIC DUTIES:**

- ❖ Plans and implements educational activities under the direction of and in cooperation with the teacher or home visitor, utilizing various resources, including those that are multi-cultural and multi-ethnic;
- ❖ When applicable to assignment, accompanies children on bus, oversees child safety getting on and off the bus and while aboard the bus, and walks through the bus to check for children after every field trip or bus run;
- ❖ Remains alert to child safety at all times and in all locations, using active supervision;
- ❖ Remains aware of the activities of the entire group of children, even when dealing with a part of the group;
- ❖ Encourages children to follow safety rules;
- ❖ Gives direction in positive terms and promotes positive interaction among children;
- ❖ Uses non-punitive ways of dealing with inappropriate behavior.
- ❖ Helps prepare materials, bulletin boards, learning centers, etc., on request;
- ❖ Modifies situations in anticipation of a problem;
- ❖ Implements well-established positive routines adapted to the needs of children;
- ❖ Exercises authority without undermining child's self-worth;
- ❖ Assists staff in the implementation of daily classroom routines, such as tooth brushing, handwashing, and toileting;
- ❖ Eats with the children, models proper table manners, encourages conversation, and shares the same menu;
- ❖ Helps maintain a clean, orderly environment on the bus, if applicable, and in the classroom;
- ❖ Maintains positive communication between families and Head Start staff;
- ❖ Utilizes appropriate communication channels; refers concerns to appropriate staff;
- ❖ Interacts positively with parents and community volunteers;
- ❖ Participates in educational field trips, as assigned;
- ❖ As assigned, during parent meetings, provides activities and materials to keep children safe and educationally engaged;
- ❖ Completes all the required paperwork in an accurate and neat manner;
- ❖ Participates in staff meetings, in-service sessions, and other appropriate meetings and trainings, as assigned;
- ❖ Acts as a member of the Head Start and Early Head Start team; and,
- ❖ Performs other duties as assigned.

**JOB DESCRIPTION**  
**Substitute Head Start Classroom Aide**

---

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

- ❖ General knowledge of Head Start program and its services;
- ❖ Basic knowledge of the growth and development of infant and preschool children.
- ❖ Communication skills including reading, speaking, writing, listening;
- ❖ Flexibility and willingness to deal with frequent changes when necessary;
- ❖ Ability to demonstrate respect for individuals and groups with varied cultural, racial, ethnic, religious and linguistic identities or backgrounds;
- ❖ Ability to establish positive relationships with people from varied social, economic and educational backgrounds;
- ❖ Ability to supervise a group of children;
- ❖ Ability to maintain confidentiality.