

JOB DESCRIPTION

PROGRAM: **Head Start Program**

JOB TITLE: **Classroom Aide**

PAY GRADE: **HS-3**

JOB SUMMARY

Assists with 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, as assigned

ESSENTIAL QUALIFICATIONS

- High school diploma or GED certificate; and,
- 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;
- Recognizing and Reporting Child Abuse training completed within 90 days of hire;
- Physical examination prior to hire;
- Tuberculosis test prior to hire;
- Current PedFACTS (Pediatric 1st Aid) and CPR certification;
- Physical ability to perform essential job functions with or without any health restrictions, including the ability to stand, walk, or sit for long periods of time; lift and carry up to thirty 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;
 - 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;
- Non-traditional work hours, as required; and,
- Job-related training, as assigned.

SPECIFIC DUTIES

- ❖ Plans and implements educational activities under the direction of and in cooperation with the teacher and teacher assistant or home visitor, utilizing various resources, including those that

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- are multicultural and multiethnic;
- ❖ 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;
- ❖ 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 nonpunitive ways of dealing with inappropriate behavior;
- ❖ Helps prepare materials, bulletin boards, learning centers, and other related items 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 toothbrushing, 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 a timely, 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 team; and,
- ❖ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- ❖ General knowledge of Head Start program and its services;
- ❖ Basic knowledge of the growth and development of preschool children;
- ❖ Communication skills including reading, speaking, writing, and listening;
- ❖ Flexibility and willingness to deal with frequent changes when necessary;
- ❖ Basic knowledge of technology to complete timesheets, check emails, and participate in trainings;
- ❖ 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 follow directions; and,
- ❖ Ability to maintain confidentiality.