

WRIGHT COUNTY COMMUNITY ACTION JOB DESCRIPTION

POSITION TITLE: **CENTER AIDE**

POSITION DESCRIPTION: To assist in the implementation of program activities, including the daily routine tasks that establish the basic foundation for a healthy and safe environment.

DUTY STATION: Assigned Head Start Center

SUPERVISOR: Center Supervisor and, as appropriate during Center session, Teacher.

HOURS: 300 - 1448 hours per program year depending on program option.
Hours vary Monday – Friday

DESIRED SKILLS/QUALIFICATIONS:

1. High School Diploma or equivalent, or enrolled in a GED program.
2. Must be currently working toward obtaining a Child Development Associate Credential (CDA), have obtained a CDA, Associate's degree or Bachelor's degree. Those that are working on their Child Development Associate Credential must obtain it within 2 years of being hired.
3. Experience or ability to work with pre-school children.
4. Ability to relate to and work with staff and parents.
5. Must meet State Licensing requirements for First Aid training, CPR training, Child Passenger Safety training, physical examination and Applicant Background Studies.
6. Experience/ability to work with Spanish speaking parents and children.
7. Physically able to lift up to 40 pounds.
8. Access to reliable transportation.
9. Must be able to utilize and operate computers in child activities.
10. Must be able to act as bus monitor.

I. General Responsibilities:

The Center Aide assists in the implementation of program activities under the direct supervision of the Center Supervisor and Teacher. The Aide performs many essential daily tasks that contribute to attaining and maintaining a healthy and safe Head Start Center environment.

II. Specific Responsibilities:

1. Maintain a Clean and Safe Environment
 - a. Wash and sanitize all food related surfaces/utensils
 - b. Vacuum and/or wash floors
 - c. Empty all trash receptacles
 - d. Follow sanitation guidelines
 - e. Set up/tear down of center equipment

2. Food and Nutrition Activities
 - a. Purchase all required groceries
 - b. Maintain storage of food and utensils
 - c. Serve breakfast/lunch/snack family-style to children
 - d. Complete all CACFP food paperwork in a timely manner

3. Child Related Activities
 - a. Maintain staff ratio at all times when children are present.
 - b. Conduct/assist with tooth brushing, use of restroom, and hand washing activities.
 - c. Assist Center Teacher with implementation and monitoring of center activities.
 - d. Assist with health, nutritional, and developmental observation/assessment and attendance documentation.
 - e. Act as a bus monitor on assigned routes.

4. Maintenance of Program Standards
 - a. Ensure that the center site is maintained in accordance with local, state and national program standards and licensing requirements
 - b. Maintain confidentiality at all times
 - c. Attend and participate in assigned job related meeting and functions including center, program and agency staff meeting and training assist in maintaining student files and computerized and manual documentation necessary to program operations
 - d. As a member of agency team, work toward agency goals to meet WCCA's mission statement.
 - e. Follow all employee requirements as specified in WCCA's Personnel Policies.

5. Other duties as assigned.

Confirmation of Understanding:

I verify that I have received and read my full job description and understand the scope of my responsibilities in this role and my commitment to Wright County Community Action.

Print Name _____

Signature of Employee _____ **Date** _____