

**WRIGHT COUNTY COMMUNITY ACTION
JOB DESCRIPTION**

POSITION TITLE: **SUBSTITUTE CENTER AIDE**

POSITION DESCRIPTION: To assist center staff with implementation of program activities, meal service and clean up.

DUTY STATION: Assigned Head Start Center

SUPERVISOR: Center Supervisor/Teacher during the appropriate 4 hour session, or 6 hour session or extended day session.

HOURS: As Needed

DESIRED SKILLS/QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Experience or ability to work with pre-school children.
3. Ability to relate to and work with staff and parents.
4. Must meet State Licensing requirements for First Aid training, CPR training, Child Passenger Safety training, physical examination and Applicant Background Studies.
5. Experience/ability to work with Spanish speaking parents and children.
6. Physically able to lift up to 40 pounds.
7. Access to reliable transportation.
8. Must be able to utilize and operate computers in children's activities.
9. Must be able to act as a bus monitor.

JOB DUTIES:

I. General Responsibilities:

The center aide is responsible for assisting center staff with the implementation of daily program activities, meal service and clean up.

II. Specific Responsibilities:

1. To assist center staff with daily center activities.

2. To assist with meal related activities as assigned.
3. To assist with general center maintenance.
4. To participate in required staff meetings.
5. To maintain open lines of communication with all Head Start staff, enrolled children and families.
6. To assist with bus monitoring on assigned routes.
7. To perform all 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**_____