

Department/Division: Head Start
Reports To: Head Start Teacher
Supervises: None
Status: Non-exempt, Full-Time or Part-time
Duty Station: Assigned Head Start Center



Head Start Classroom Aide

Job Summary:

As part of the WCCA team, all employees work to help us achieve our mission. By working together, we will fulfill the Agency's goals as set forth in our strategic plan. We strive for continuous improvement and are helped along that path through the use of the Results Oriented Management and Accountability (ROMA) data system. ROMA helps us in many areas including assessment, planning, implementation, achievement of results, and evaluation. We seek outcomes that align with individual program standards, national ROMA goals and the National Community Action Partnership.

The purpose of the Classroom Aide is to assist in the implementation of program activities, including the daily routine tasks that establish the basic foundation for a healthy and safe environment for Head Start children.

Education and Experience

- High School Diploma or equivalent, or enrolled in a GED program.
- 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.
- Experience or ability to work with pre-school children.

Required Skills and Abilities

- Ability to relate to and work with staff and parents.
- Must meet State Licensing requirements for First Aid training, CPR training, Child Passenger Safety training, physical examination and Applicant Background Studies.
- Experience/ability to work with Spanish speaking parents and children.
- Physically able to lift up to 40 pounds.
- Access to reliable transportation.
- Must be able to utilize and operate computers in child activities.
- Must be able to act as bus monitor.

Essential Job Functions and Responsibilities:

1. Support and model WCCA's Behavioral Competencies:

Making People Matter	Organizational Success
Commitment to Mission, Vision and Values Advocate for the People We Serve Accessible and Open to the Public Commitment to High Quality Honest, Fair & Trustworthy Respect and Value Others' Perspectives Foster Feelings of Hope	Continuous Learning/Development Display Leadership Qualities and Ownership Process Improvement Efficient Use of Resources Support Diversity and Understand Related Issues Teamwork/Cooperation Recognize Others' Achievements
Job Effectiveness	Open to Change
Planning/Organizational Skills Sound Judgment & Effective Decision Making Productive and Results-Oriented Effective Communication Dependable & Responsible Job/Organizational Knowledge Display Initiative	Resilient in the Face of Challenges Focus on Longevity/Sustainability Resolve Conflicts Constructively and Collectively Support Others Creativity/Innovation Positivity

2. Head Start Specific Responsibilities:

- Ensure that the center site is maintained in accordance with local, state and national program standards and licensing requirements
- Follow all sanitation guidelines by washing, cleaning and sanitizing all food related surfaces, utensils and flooring
- Empty all trash receptacles
- Set up/tear down center equipment
- Purchase all required groceries
- Maintain proper storage of food and utensils
- Serve breakfast/lunch/snack family-style to children
- Complete all CACFP food paperwork in a timely manner
- Maintain staff ratio at all times when children are present.
- Conduct/assist with tooth brushing, use of restroom, and hand washing activities.
- Assist Center Teacher with implementation and monitoring of center activities.
- Assist with health, nutritional, and developmental observation/assessment and attendance documentation.
- Act as a bus monitor on assigned routes.
- Maintain confidentiality at all times
- 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
- Other duties as assigned.

Physical Requirements and Working Conditions

Job Specific Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with coworkers				X
Sitting			X	
Standing/Walking		X		
Climbing/Stooping/Kneeling				X
Lifting/Pulling/Pushing up to 30 pounds			X	
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system				X

Statement of Understanding:

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list or responsibilities, duties, and skills required. Furthermore, they do not establish a contract of employment and are subject to change at the discretion of Wright County Community Action.



January 1st, 2019

Approved By: Executive Director/Date



January 1st, 2019

Approved By: ADA Compliance/HR Director/ Date

Employee Acknowledgement

I have read and understand that this Job Description describes my job duties at Wright County Community Action. I have received a copy of this Job Description and understand that it is my responsibility to read and comply with it. I understand that I should contact my direct supervisor with any questions I have about my Job Description.

Date: _____

Employee Signature

Employee's Name (Printed)