

Department/Division: Head Start
Reports To: Head Start Teacher
Supervises: None
Status: Non-exempt, On-call
Duty Station: Assigned Head Start Center



Head Start Substitute 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 Substitute Classroom Aide is to assist center staff with implementation of program activities, meal service and clean up.

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:

- Assist center staff with daily center activities.
- Assist with meal related activities as assigned.
- Assist with general center maintenance.
- Participate in required staff meetings.
- Maintain open lines of communication with all Head Start staff, enrolled children and families.
- Assist with bus monitoring on assigned routes.
- Perform all 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)