



## **JOB DESCRIPTION**

### **CLASSROOM AIDE**

Under the supervision of the assigned teacher, the classroom aide shall be responsible to:

1. Assist in the classroom with implementation of the Head Start and/or state preschool program in accordance with program policies and performance standards.
2. Assist children with toileting as needed.
3. Provide developmentally appropriate and open-ended activities for all children including children with disabilities on a one-to-one or small group basis as directed by teacher.
4. Assist with parent contacts, home visits, screening, record keeping, and ongoing assessment for all children enrolled as needed.
5. Be alert to potentially hazardous activities for all children.
6. Use appropriate preventive techniques for preschool children who have disabilities.
7. Become familiar with the disability or impairment of enrolled children who have disabilities.
8. Attend all workshops, pre-service, in-service, and other required training.
9. Meet with teacher in assigned classroom to discuss progress, questions, and concerns of individual children.
10. Contribute to a healthy and successful nutrition program by assisting with onsite transportation of food from cafeteria to meal area, table setting, and eating center-prepared meals with the children.
11. Other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Required Education and Experience:**

- High school graduate or equivalent.
- Minimum of six (6) completed units in early childhood education (All course work must be completed with a grade C or better to receive credit).

**Preferred Criteria:** Some experience working with preschool children. Bilingual English/Spanish, English/Vietnamese, or English/Chinese. Sign language interpreting desirable. Familiarity with the Head Start program (i.e., past parent).

**Knowledge and Abilities:** Requires ability to speak and read English fluently. Must be sensitive to children with special needs, the needs of low-income families, and cultural differences. Ability to relate effectively to children, staff, and parents. Ability to work with high-risk families. Ability to maintain confidentiality. Flexibility in geographic or time assignment/scheduling is required.

**Physical Abilities:** Ability to see at normal distance. Hear normal conversations and sounds. Physical ability to walk, bend, squat, run, sit on floor, skip, hop, crawl with children, and climb stairs. Use hands and fingers to fill out required forms. Ability to safely lift equipment or assist preschool children weighing up to 40 pounds on and off equipment.

**License or Other Requirements:** Must hold Infant First Aid and CPR certificate and renew upon every expiration. Must submit to a job-pertinent, pre-employment, agency-paid physical examination, negative tuberculosis test, and criminal record background check. Employment is conditional pending satisfactory results of all required tests and background checks. Periodic physical examinations and TB clearances will be required if hired. Mandated reporter.