SHASTA HEAD START CHILD DEVELOPMENT, INC
Classroom Aide

Supervisor: Head Teacher/Site Supervisor, Teacher, or Primary Caregiver Classification: Non-Exempt

Mission
Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary
Support classroom staff in providing care and education to children in a Head Start classroom.

Essential Duties and Responsibilities
- Assist classroom staff in maintaining a safe, clean, and healthy work environment
- Assist in the compliance of Head Start Performance Standards, federal and state regulations, and Community Care Licensing requirements
- Support classroom staff in the implementation of developmentally appropriate curriculum and assessment process
- Model appropriate behavior and interact in a positive, friendly and courteous manner with children, staff, families and community volunteers in order to build and foster responsive relationships
- Assist in the supervision and management of children in the classroom
- On-going professional development through education, training and resources
- Provide services as bus monitor (where applicable)

Maintain Professional and Ethical Standards
- Maintain confidentiality in accordance with Agency policy and legal requirements
- Be honest, reliable, and dependable
- Respect and maintain rights and privacy of all staff, parents, and children
- Attend mandated trainings and meetings, and seek out staff development opportunities
- Work as a team member with all staff and maintain a positive work ethic
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct

Qualifications
Knowledge and Skills
- Ability to work with individual and groups of children ages 0-5, supporting social-emotional, physical, and cognitive growth
- Ability to work with others in supporting a positive work environment
- Ability to write reports & correspondence and read & interpret documents

Education
Minimum

Three (3) Early Childhood Education (ECE) units completed and continuous enrollment in an educational program until successfully completing the core (12) units of ECE within one year of hire. The core twelve (12) ECE units consist of Child/Human Development (3 units); Child, Family, Community (3 units); Infant/Toddler Learning (3 units); and ECE Curriculum (3 units)

Desired

Successful completion of the twelve (12) core units of ECE

Training and Experience

Desired

Six (6) months related experience

Certificates, Licenses

- Child Development Matrix Permit or the qualifications to obtain one within one year of hire date

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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ACKNOWLEDGEMENTS*:*

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

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Employee (Print)

_____ _____

Employee Signature Date

_____ _____

Supervisor’s Signature Date

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Supervisor’s Title