

## **JOB DESCRIPTION**

### **1. POSITION INFORMATION**

#### **Position and Classification**

Classroom Aide, Temporary Part Time, or Temporary Full Time or Provisional (no more than 229 days per program year).

#### **Reports To**

ECEAP Teacher or Head Start Teacher and Family Advocate. Child and Family Services Supervisor for Itinerants.

#### **Supervises**

None

#### **Purpose**

To support the Educational Opportunities for Children and Families realizing a common mission by providing assistance to Head Start/ECEAP classroom staff and by implementing classroom activities in the absence of an Head Start/ECEAP Teacher Assistant. Provide custodial services for EOCF's sites as assigned by Supervisor.

#### **Starting Salary**

Employees typically begin at Step 1 of EOCF's wage schedule.

### **2. REQUIREMENTS**

#### **Education**

High School diploma or equivalent.

#### **Experience**

Preference given to applicants with experience working with children 3 to 5 years of age.

#### **Certifications and Other Requirements**

1. Valid First Aid and CPR cards
2. Valid Food Handler's card.
3. Valid Oregon or Washington State driver's license, and proof of automobile insurance as mandated by Washington State law.
4. Ready access to a personal, legally licensed motor vehicle.
5. Submit to finger printing and criminal history background check.
6. Pass a pre-employment health screening indicating freedom from communicable diseases, and an annual health checkup indicating freedom from communicable diseases.
7. Commit to EOCF's drug-free work place policy.

#### **Physical Requirements**

See attached checklist.

### **3. KNOWLEDGE AND ABILITIES**

#### **Knowledge of**

1. Safety issues for children and adults.

#### **Ability to**

1. Communicate well with children.
2. Accurately complete paperwork in a timely manner.
3. Work cooperatively with staff members and clients from diverse cultural, socio-economic and educational backgrounds.
4. Be flexible in meeting classroom and program needs.
5. Demonstrate reading and writing skills to perform essential functions of job.
6. Maintain confidentiality of records and information.
7. Use the team approach to resolving problems or conflicts.
8. Demonstrate professional and effective written and verbal communication skills; receive information and feedback in an understanding manner; use good judgment.
9. Attend appropriate staff meetings and out-of-town training sessions as assigned.

### **4. ESSENTIAL FUNCTIONS**

#### **Key Performance Area: Work Habits and Practices**

1. Report to work on a regular basis, as scheduled.
2. Function as an effective team member with co-workers and the community to build productive, collaborative relationships and to achieve program goals and objectives.
3. Perform multiple tasks simultaneously.
4. Demonstrate commitment to EOCF's mission, values and policies in performance of daily duties.
5. Continue to increase professional knowledge, skills and competencies in job related areas; incorporate and demonstrate new knowledge and skills on the job.
6. Attend and participate in staff meetings and local or out-of-town training as assigned.
7. Maintain confidentiality of program, staff and client information.
8. Demonstrate professional behavior and conduct.
9. Accept responsibility for seeking assistance and guidance when needed; incorporate constructive direction from supervisor to improve job performance.
10. Accept responsibility for the quality of job performance, and make changes as needed.

#### **Key Performance Area: Classroom Assistance**

1. Assist in maintaining the classroom environment and implementing activities under the supervision of the Teacher and Family Advocate/Teacher/Teacher Assistant.
  - a. Assist with mealtime routines.
  - b. Assist staff in maintaining safety and cleanliness of the classroom.
  - c. Assist staff in setting up and taking down of classroom equipment as needed.
  - d. Assist staff with children as directed by teacher.
  - e. Prepare activities, supplies, and environment as directed.
2. Provide routine janitorial services, and periodic mopping and waxing of floors, as scheduled by Supervisor. Such services may include, but may not be limited to: emptying trash containers; cleaning and sanitizing bathroom and kitchen; sweeping floors, porch and walkways; and vacuuming carpets.

#### **Key Performance Area: Communications**

1. Assure continuous and timely flow of verbal and written information to and from other staff, supervisor, program participants, and community.
2. Conduct all communication with staff, supervisor, program participants, and community in an effective, respectful, timely, and supportive manner.
3. Prepare and provide timely and accurate written reports, memoranda and other statistical and narrative information as required or requested.
4. Maintain organized and accessible record keeping and filing system.
5. Serve as advocate for EOCF and its families in the community.
6. Maintain confidentiality of program, staff and client information.

**5. MARGINAL FUNCTIONS**

1. Perform other duties as assigned by Teacher, Teacher and Family Advocate or Child and Family Services Supervisor.

**PHYSICAL, SENSORY, ENVIRONMENTAL AND EMOTIONAL CHECKLIST**

Job Title: HEAD START/ECEAP CLASSROOM AIDE Date: 7/13/2004

<b>Please complete the following sections by putting X's in the appropriate boxes</b>							
In a <u>5.5</u> hour work day, this job requires: R= Rarely (less than 0.625% of time)							
O= Occasionally (0.625% - 30% of time)							
F= Frequently (31% - 68% of time)							
C= Continually (69% - 100% of time)							
NA= Not Applicable							
RFCP= Requirements for Consecutive Performance (make notes in "Comments" column)							
<b>1. PHYSICAL REQUIREMENTS</b>	R	O	F	C	NA	Comments (RFCP)	
Sitting		X					
Stationary standing			X				
Walking				X			
Ability to be mobile/running					X		
Crouching (bending at knees)					X		
Kneeling/crawling			X				
Stooping (bending at waist)				X			
Twisting (knees/waist/neck)				X			
Turning/pivoting				X			
Climbing	X						
Balancing	X						
Reaching/lifting overhead			X				

Reaching extension		X				
Grasping		X				
Pinching	X					
Pushing/pulling Typical weight <u>15 LBS</u> Max. weight <u>40 LBS</u>		X				
Lifting/carrying Typical weight <u>15 LBS</u> Max. weight <u>50 LBS</u>		X				
Manual dexterity/keyboarding	X					
Other physical demands:						
<b>2. Sensory Requirements</b>	R	O	F	C	NA	Comments (RFCP)
Talking in person				X		
Talking on telephone		X				
Hearing in person				X		
Hearing on telephone		X				
Sight				X		
Other sensory requirements:						
<b>3. Emotional Requirements</b>	R	O	F	C	NA	Comments (RFCP)
Demonstrating courtesy				X		
Handling clients calmly		X				
Handling emergencies calmly		X				
Handling stress calmly			X			
Meeting deadlines under pressure	X					
Accepting feedback professionally			X			
Exercising verbal/physical self-control				X		
Demonstrating patience				X		
Communicating professionally				X		
Remaining alert/attentive				X		

Other emotional requirements:						
<b>4. Environmental Setting</b>	Comments					
Safety requirements (e.g., clothing, equipment used, such as ladders)	MUST BE ABLE TO EVACUATE SELF, CHILDREN AND PARENTS FROM BUILDING SAFELY. MUST BE ABLE TO IMPLEMENT EMERGENCY SAFETY PROCEDURES.					
Exposure (e.g., fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood and bodily fluids, contagious diseases)	EXPOSED TO HEAT AND AIR CONDITIONING SYSTEMS IN CLASSROOMS AND OFFICES. MAY BE EXPOSED TO BLOOD, BODILY FLUIDS AND CONTAGIOUS DISEASES. EXPOSED TO OUTDOOR WEATHER CONDITIONS.					
Operation of equipment and machines (e.g., motor vehicles, computers, power and hand tools, copiers)	MUST BE ABLE TO OPERATE AUTOMOBILE, COPIER AND DISHWASHER.					
Hygiene standards (e.g., food handling, sterilizing equipment, cleaning blood and bodily fluids)	MUST HAVE CURRENT FOOD HANDLER'S CARD AND CPR AND FIRST AID CARDS; MUST BE TRAINED IN IMPLEMENTING UNIVERSAL PRECAUTIONS. MUST BE TRAINED IN FOOD HANDLING AND ESTABLISHED HAND - WASHING PROCEDURES.					
Other environmental requirements:						

This position is classified as hourly as defined by the federal Fair Labor Standards Act, and is not exempt from overtime.

EOCF is an equal opportunity employer.

EOCF is an at will employer.

\_\_\_\_\_  
Signature of Deputy Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
Date

I have read this job description:

\_\_\_\_\_  
Employee's Name/Signature

\_\_\_\_\_  
Date

The information contained herein is intended to describe the general content of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, essential functions, responsibilities or requirements.