

JOB ANNOUNCEMENT

CHILD & FAMILY DEVELOPMENT PROGRAMS
Head Start

POSITION: Floating Aide for Seaside Center

HOURS: 35-40 hours per week

SALARY: \$10.47 per hour

HOW TO APPLY:

Please submit a letter of interest along with the items below:

- o *Application*
- o *Current resume*

Please send all materials to:

Child & Family Development Programs
ATTN: Raedetta Castle
PO Box 362
Seaside, OR 97138

rcastle@nworheadstart.org

directions and program policies

6. Maintain a working knowledge of program plans, policies, and performance standards.
7. Must be able to attend meetings and trainings that may require out-of-town travel and overnight stays.
8. Ability to communicate in a professional manner with children, families and co-workers in both verbal and written format.
9. Must be on the Central Background Registry, pass a pre-employment drug screening and have completed a TB screen.
10. Bilingual skills preferred.
11. Must have basic working computer skills and knowledge.
12. Must be willing and available to work flexible hours.
13. Ability to participate in regular kneeling, stooping, bending, sitting on the floor and standing for long periods of time.
14. Ability to occasionally lift up to 50 lbs.
15. Must have current food handler's card.
16. Ability to work with low income and/or special needs families, including families from a diverse population.

DUTIES AND RESPONSIBILITIES

Classroom Aide:

1. Assist the education staff in planning and implementing a developmentally appropriate program which meets the intellectual, emotional, social, and physical needs of each child and is based on the goals and curriculum of our program.
 - a. Attend monthly lesson planning meetings, when possible.
 - b. Assist the teacher with preparing, implementing, and evaluating daily classroom activities.
 - c. Assist the education staff in carrying out the individual goals set for each child in the classroom and on home visits.
2. Assist the education staff in maintaining written records on individual

children and their families.

- a. Assist in developing the individual education plans for each child in a timely manner and update them regularly.
 - b. Assist in assessing each child's developmental needs regularly.
 - c. Assist in anecdotal documentation.
3. Assist the education staff in child guidance and supervision in a consistent, positive manner.
 4. Assist the education staff in developing and maintaining a safe and healthy environment.
 5. Attend and participate in center and program meetings and trainings.
 6. Assist the education staff with daily routines.
 7. Must maintain program and client confidentiality policies.
 8. Must maintain a working knowledge of program plans, policies and performance standards.
 9. Work in multiple sites in the county or classrooms in a center as assigned by Center Manager.
 10. Perform other duties as assigned by supervisor.

DUTIES AND RESPONSIBILITIES

Bus Monitor:

1. Assist child crossing the street when no other adult is available or when needed.
2. Assist the bus driver with the children on the bus route to and from school and on field trips as needed.
3. Assist children with seat belts or other safety restraints and seating arrangements.
4. Assist the bus driver with supervision and guidance of the children in a consistent and positive manner.
5. Assist the bus driver in maintaining a safe and healthy environment on the bus in compliance with state and federal regulations.

6. Assist the bus driver to ensure the bus is cleaned weekly, inside and out.
7. Assist the bus driver with daily sign in and out records as needed.
8. Assist the bus driver in maintaining open communication in the delivery of verbal and written communication between parents and staff.
9. Attend required meetings and trainings.
10. Cooperate with schedule changes.
11. Assist the bus driver with pre and post trip inspections on bus as requested.
12. Must maintain program and client confidentiality policies.
13. Must maintain a working knowledge of program plans, policies and performance standards.
14. Perform other duties as assigned by supervisor.
15. Assist the bus driver with evacuations and carrying out of emergency procedures according to proper policies.

DUTIES AND RESPONSIBILITIES

Prep Cook

1. Assist the cook in preparation of food in compliance with Head Start Performance Standards, USDA guidelines and according to menus.
2. Assist the cook in keeping USDA records and all other necessary record keeping as requested.
3. Follow all health and sanitation guidelines.
4. Assist the cook in maintaining inventory of all food preparation and kitchen supplies.
5. Interact with children, and observe their eating habits.
6. Assist cook in keeping all cleaning supplies and poisons in a locked cupboard at all times.
7. Be aware of and familiarize yourself with the posted list of food's children cannot eat due to allergies or religious preferences as documented in child's file.

8. Perform other duties as assigned.
9. Assist with keeping kitchen area clean, organized and free of debris and litter.
10. Clean restrooms; mop/sanitize a minimum of once a week.
11. Sweep, mop and vacuum floors on the center's established schedule.
12. Wash cabinets, walls, cupboards and windows as needed.
13. Maintain grounds as requested.
14. Must maintain program and client confidentiality policies.
15. Must maintain a working knowledge of program plans, policies and performance standards
16. Work with all center staff to maintain the center in an organized and orderly condition at all times.
17. Other duties as assigned by supervisor.

DUTIES AND RESPONSIBILITIES

Custodian:

1. Clean restrooms; mop/sanitize a minimum of once a week.
2. Sweep, mop and vacuum floors on the center's established schedule.
3. Wash cabinets, walls, cupboards and windows as needed.
4. Maintain grounds as requested.
5. Must maintain program and client confidentiality policies.
6. Must maintain a working knowledge of program plans, policies and performance standards.
7. Other duties as assigned by Supervisor.
8. Work with all center staff to maintain the center in an organized and orderly condition at all times.

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

COMMUNITY ACTION TEAM, INC.

Employment Application

Date: _____ Interviewed by: _____

Position: _____ Department: _____

Name: _____
Last Middle First

Address: _____

Telephone: _____
Home Business

E-mail Address: _____

Do you have dependable means of transportation? _____

Do you have a valid Oregon Driver's License? Yes No _____
Number

List relative presently employed in Community Action Programs by name, program, relationship: _____

Date available for employment: _____

EDUCATION:

SCHOOLS ATTENDED	FROM - TO Field of Study	DATE LEFT Month/Year	GRADUATE Month/Year	DEGREE RECEIVED
High School/GED:				

WORK EXPERIENCE *(list most recent first)*

Firm: _____ Address: _____

Phone: _____ From: _____ To: _____

Salary/Volunteer: _____ Supervisor: _____

Job Title & Description: _____

Reason for leaving: _____

WORK EXPERIENCE *(list most recent first)*

Firm: _____ Address: _____

Phone: _____ From: _____ To: _____

Salary/Volunteer: _____ Supervisor: _____

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PROFESSIONAL AND PERSONAL REFERENCES

NAME	ADDRESS	FIRM	TITLE/POSITION	TELEPHONE

MEMBERSHIP IN PROFESSIONAL AND/OR ASSOCIATION

Name

Year

Office Held

Honors or Awards -

Publications -

ATTACHMENTS

On one or more separate sheets, discuss your qualifications for this position. Highlight those abilities and competencies which you feel especially qualify you as an applicant. Expand, as may be appropriate, upon any of the items covered in this application such as your employment experience, job objectives or related interests. Please state the reason(s) you are applying for this job and why you feel you are a good candidate for this position.

To the best of my knowledge, all information on this application is true and correct.

Signature

Date

COMMUNITY ACTION TEAM, INCORPORATED
310 Columbia Blvd., St. Helens, Oregon 97051
CHILD & FAMILY DEVELOPMENT PROGRAMS
Declaration Form

For use by Head Start Agencies to comply with 45 CFR Part 1301, Subpart D, Head Start Grants Administration, Personnel Policies, Section 1301.31© and (d).

Name of Prospective Employee: _____

Federal policies now require that Head Start agencies require all prospective employees to sign a declaration prior to employment which lists:

1. All pending and prior criminal arrest and charges related to child sexual abuse and their disposition.
2. Convictions related to other forms of child abuse and/or neglect; and
3. All convictions of violent felonies.

The declarations may exclude:

Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies committed before the prospective employee's 17th birthday, which was finally adjudicated in a juvenile court or under a youth offender law.

Any conviction for which the record has been expunged under Federal or State authority.

Note that individuals who declare, through this form, that they have been arrested, charged with or convicted of any of the offenses listed above are not automatically disqualified from being hired. Head Start agencies must review each case to assess the relevance of an arrest, charge or conviction to a hiring decision.

Please provide your signature on the appropriate category below:

I **have not been** arrested, charged and/or convicted on one or more of the three types of offenses listed above.

Signature

Date

I **have been** arrested, charged, and/or convicted on one or more of the three types of offenses listed above. (If so, please attach information listing the offense(s), the date(s) of the arrest, charge, and/or conviction, and other relevant information.)

Signature

Date

This information will be kept strictly confidential.

Child & Family Development Programs Pre-Employment Reference Form

Applicant: Please complete one form for each reference; provide at least three references; and include at least two supervisors.

Section 1: Applicant Information

Last Name

First Name

Middle Initial

Position Applying For

Section 2: Reference Contact Information

Contact Person

Relationship to Applicant

Title

Company Name/Address

Phone Number

Fax Number

Email Address

Section 3: Reference Information

Position Held

Dates of Employment

Reason for Leaving

Applicant: Please rate yourself on the following skills, and Child & Family Development Programs will follow up with the designated person above to confirm the information you provide.

Attendance	Excellent	Good	Fair	Poor
Relationships w/Children	Excellent	Good	Fair	Poor
Co-Worker Relationships	Excellent	Good	Fair	Poor
Communication	Excellent	Good	Fair	Poor
Follow-Through	Excellent	Good	Fair	Poor
Dependability	Excellent	Good	Fair	Poor
Work Ethics	Excellent	Good	Fair	Poor
Self-Starter	Excellent	Good	Fair	Poor
Decision Making	Excellent	Good	Fair	Poor
Honesty/Integrity	Excellent	Good	Fair	Poor
Flexibility	Excellent	Good	Fair	Poor
Empathy	Excellent	Good	Fair	Poor

REFERENCE Use Only			
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	

COMMENTS:

Section 4: Release of Information

I, _____, hereby give my permission to Child & Family Development Programs to verify my current and past employment history. Please release all information necessary regarding my employment or your personal knowledge of myself to Child & Family Development Programs.

Signature

Date

Section 5: Signature of Person Verifying Reference Information

Signature

Date

Title

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