

## CHILD & FAMILY DEVELOPMENT PROGRAMS

Community Action Team, Inc.

### Job Description

**POSITION TITLE:** Floating Aide

**DEPARTMENT:** Children's Programs

**POSITION REPORTS TO:** Center Manager

**FTE:** 50% - 100%

**POSITION DURATION:** as funds permit

**WRITTEN BY:** CAT Administration

**PERSONS SUPERVISED:** 0

**APPROVED BY:** Policy Council

**APPROVAL DATE:** 06/27/17

**APPROVED BY:** SDA

**APPROVAL DATE:** 04/14/17

### POSITION SUMMARY:

To work cooperatively with staff, parents, and volunteers to carry out the responsibilities of the Head Start program in order to meet the intellectual, emotional, social, and physical needs of Head Start children and their families.

The individual must be able to work with children and adults in a positive manner that at all times contributes to a healthy self-concept. S/he must be open and friendly with parents to encourage open communication.

Position requires the individual be able to perform the following positions and travel to multiple sites in the county when assistance is needed for the following: special assistance in the classroom when a higher level of staff to children ratio is required; absence of a regular staff member; or job shadowing of center staff positions in order to perform in that position as a substitute. To be considered for the following position, the individual must be able to do perform the duties of multiple positions.

### QUALIFICATIONS:

1. High School diploma or equivalent or at the recommendation of interview team with approval of Policy Council and Director.
2. Some experience working with preschool children, and/or education in Early Childhood care and education field.
3. Must have current pediatric and adult First Aid and C.P.R. cards within 60 days of hire.
4. Must have dependable transportation and/or valid driver's license and auto insurance.
5. Evidence of ability to work in a cooperative team manner and to follow 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. 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.

Number of Hours per Week: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*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.*