

COMMUNITY ACTION AGENCY OF SOUTH ALABAMA



Position: Program Aide
Reports to: Site Supervisor
Location: Monroe or Conecuh ELA

JOB SUMMARY:

The Program Aide (Substitute) and the Program Aide (full-time) are positions responsible for providing educational, relational and social experiences for infants, toddlers and preschool children to foster growth and development in all developmental domains. The positions will report to the Site Supervisor and should be willing to travel to the various program sites and/or home visits. The position may also be assigned to various classrooms/centers as deemed necessary for the functioning of the program operations. This position will also work as a part of the team to assist in activities in the area of the classroom with daily classroom management and other duties, as needed.

ESSENTIAL JOB FUNCTIONS:

- ❖ To provide daily utility support to the program as needed.

Responsibilities and Impact

- ❖ Application of clear practice and procedure in day-to-day execution of job
- ❖ Organizes self and manages time to get things done
- ❖ Keeps supervisor informed of important issues
- ❖ Builds effective relationships within their workgroup and with children/families
- ❖ Ability to understand and carry out oral and written instructions

Classroom Assistant

- ❖ Assists classroom staff in all classroom activities
- ❖ Assists the teacher in any aspect of the program as the need arises (e.g., at Family Nights, copying newsletters, cutting out classroom materials, making phone calls, etc.)
- ❖ Assists with transitions of the children
- ❖ Serves as a temporary substitute in the periodic absence of the assistant teacher or teacher
- ❖ Assists with all transitions of the children throughout the day

Janitorial Assistant

- ❖ Provide custodial support as needed; this could include but is not limited to: picking up trash, sweeping, mopping, vacuuming, or using industrial cleaning equipment to clean floors, cleaning and stocking bathrooms, making sure buildings are secure, cleaning windows, and minor building maintenance and repairs.
- ❖ May serve as janitor in the absence of the regular custodian or janitor on a periodic basis

Kitchen Assistant

- ❖ Completes routine kitchen/dining room/food chores as assigned (e.g., dishwashing, portioning foods, taking and logging temperature of foods received from vendors, etc.)
- ❖ Prepares necessary food and serving items for service prior to or after use. These duties may include the preparation of food to meet the needs of children with special needs or disabilities.
- ❖ Participates in food service clean up, inventory and other food service tasks as requested.
- ❖ Substitutes for regular Nutrition Aide as needed
- ❖ May be asked to assist Nutrition Aide to fulfill kitchen duties, in any capacity
- ❖ Responsible for complying with all local, state and federal standards regarding hygiene and sanitation.
- ❖ **All over duties that may be assigned by Management.**

QUALIFICATIONS:

- ❖ Must be at minimum 18 years of age
- ❖ Minimum high school diploma or G.E.D
- ❖ Must have a valid driver’s license

PHYSICAL DEMANDS:

Patient, able to resolve conflicts, gentle, kind, creative, and resourceful. Demonstrate ability to work effectively with people. Possess excellent problem solving, planning, and organizational skills. Detail and multi-task oriented with a strong desire to succeed. Must be able to cope well with stress.

While performing this job, the employee is frequently to sit; stand; stoop; bend; walk; talk; hear; use hands to grip; type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs; run short distances. 2 to 4 hours per day spent in strenuous physical activity, lifting 30 pounds or more six or eight times in an 8-hour day.

Signature of Employee

Date

Signature of Witness

Date

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Community Action Agency of South Alabama is an EOE

Revised 8/22