
Program Aide

Reports to: Site Supervisor

FLSA Status: Non-Exempt

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 DUTIES:

- 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

Community Action Agency of South Alabama Job Description

- 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

Other General Job Duties

- Attends all workshops and meetings as deemed necessary
- Attends required staff and parent meetings and activities
- Responsible for gaining understanding Head Start Performance Standards and local child care licensing regulations
- Expected to be knowledgeable of the regulations associated with prevention of occupational disease and injury, including the exercise of universal precautions and the prevention of contamination
- Positively promotes Head Start in the community
- Maintains strict confidentiality with respect to Head Start/Early Head Start children, families and staff in accordance with established policies and procedures
- Becomes thoroughly familiar the Agency Employee Handbook, Human Resources Policies and Procedures, manuals and resources and adheres to them

QUALIFICATIONS:

- Must be at minimum 18 years of age
- Minimum high school diploma or G.E.D
- Must have a valid driver's license
- Certification as applicable by federal, state or local Head Start or child care regulations, now or as amended in the future
- Knowledge of the basics of working with preschool children
- Knowledge of the purpose of the Head Start/Early Head Start Program, preferred
- Knowledge of basic food preparation, serving and sanitation practices, preferred
- Knowledge of local resources, customs and languages helpful
- Ability to relate sensitively with children and to work well with staff and parents and families
- Ability to follow directions and take initiative
- Ability to keep all information on families strictly confidential
- Ability to communicate effectively with children and staff
- Ability to work with children with disabilities.

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, stand, walk, use hands to finger, handle, or feel objects, tools, or controls, and to walk or hear. The employee frequently is required to reach with hands and arms, stoop, kneel, and crouch. The employee is occasionally required to climb or balance, crawl, and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate.

Community Action Agency of South Alabama Job Description

➤ **Working Conditions:**

Tasks that involve possible exposure to blood, bodily fluids, or tissues (generally, only observing in the classroom). Risk involve with travel on main highway, side streets, and rural roads during business travel, including evening meetings. Tasks that involve handling implements or utensils, use of public or shared bathroom facilities or telephones and personal contacts are Category III tasks. Possible exposure to communicable diseases. This job is a mixture of desk works, standing for long periods of time, and visits in the community. Ability to successfully perform the job in this manner is required.