

POSITION TITLE: **CLASSROOM/KITCHEN AIDE** (Regular & Substitute Status)

July 2023

REPORTS TO: Assigned Lead Teacher or Manager

SUPERVISES: None

STAUS: Non-Exempt

SUMMARY:

Works under close supervision of education staff to assist in conducting the activities of an early childhood program. Implements trauma invested practices that support social-emotional learning and self-regulation in the classroom. Is able to provide a safe environment that includes active supervision of all children under their care.

Responsible for food preparation and kitchen duties, which may include shopping. Housekeeping, cleaning, and maintenance duties required. May also be required to fulfill the role of Bus Monitor in some locations.

GENERAL RESPONSIBILITIES:

- * Assists teachers in implementing daily classroom activities and active supervision, both inside the classroom and during outside time.
- * Assists in physical preparation of classroom, moving furniture, rugs, classroom materials, set-up of bulletin boards and displays, etc.
- * Housekeeping, cleaning and maintenance duties, which include: preparing cleaning solutions, laundry, vacuuming, sweeping, mopping, dusting, disinfecting sinks and bathrooms, sanitizing tables and classroom materials; deep cleaning of classrooms, kitchens and storage areas; outside playground maintenance, clean up and organization, etc.
- * Preparation of classroom meals. This includes food preparation, serving, clean-up and required mealtime paperwork. Shopping and transporting of food may also be required.
- * Engages with groups of children during some classroom activities, using developmentally appropriate communication and following child guidance policies and procedures, both inside the classroom and during outside time.
- * Assists with preparation of materials, organizing materials before and after activities, and ensuring proper storage of materials.
- * Assists teacher in addressing children's individual needs by providing individualized attention for children, as assigned.
- * Maintains confidentiality in accordance with program policies and procedures.
- * Assists with supervision of children for on-site childcare during parent events/meetings and Policy Council meetings.
- * Document completed duties using checklists and forms
- * Accept direction from teaching staff and/or direct supervisor
- * Performs other related tasks as assigned.

Bus Monitor Duties

- * Assists children in boarding and exiting the bus.
- * Secures children properly in restraint system and ensures the safe storage and transporting of child items.

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- * Supervises and monitors children during the bus route.
- * Helps keep assigned vehicle clean inside.
- * Attends designated trainings (Bus Monitor Training, etc.) and assists the bus driver in evacuation drills.
- * Assists driver with authorization to release paperwork, as needed and assuring that only those authorized are allowed to receive children.
- * Assists with evacuation in the event of an emergency.
- * Assists in communicating with parents/guardians, staff and other necessary individuals about transportation related information, as requested.
- * Performs other related tasks as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to interact with young children in a supportive, positive manner.
- Demonstrated positive communication skills with children and adults.
- Demonstrated basic understanding of young children.
- Ability to supervise children during the bus route.
- Ability to use a positive approach in directing and guiding children.

REQUIRED EDUCATION OR EXPERIENCE:

High School Diploma or GED.

and

One year experience with preschool or elementary school age children.

REQUIRED CERTIFICATION AND LICENSES:

- Physical examination within three weeks of hire at the employee's expense.
- Acceptable completion of criminal history check.
- First Aid and Infant/Child CPR cards, when needed and at the request of the supervisor.
- Food Worker's Card within 30 calendar days of hire.

ADDITIONAL REQUIREMENTS:

TB test and proof of test results to employer prior to the start of employment. New employees do not need a TB skin test if they have written proof of one of the following:

1. A negative Mantoux TB test in the twelve months prior to hire; or
2. a previously positive Mantoux TB test with documented proof of treatment; or
3. a recent negative chest X ray and a statement from a health care provider that employee does not pose a health risk to others; or
4. Medication therapy to treat TB.

Documentation of Measles, Mumps, and Rubella (MMR) immunization:

- An immunization record indicating that you have received at least one dose of MMR vaccination (Immunization record card is acceptable only with doctor's signature/initials or stamp). Or
- Lab evidence of immunity to measles disease (also known as a blood test or titer). Or
- Documentation from a health care provider that the person has had measles disease sufficient to provide immunity against measles. Or
- Written certification signed by a health care practitioner, licensed in Washington State—a medical doctor (MD), naturopathic doctor (ND), osteopathic doctor (DO), advanced

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registered nurse practitioner (ARNP) or a physician's assistant (PA)—that the Measles, Mumps, & Rubella vaccine is, in the practitioner's judgment, not advisable for you.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to, stand for long periods of time; sit, including on the floor and small furniture; talk, hear, and use hands and fingers for fine manipulation and to operate a computer and telephone, and keyboard reach; and reach with hands and arms.
- Ability to ride the bus for entire route and to be mobile while bus is in motion.
- The employee is frequently required to stoop, kneel, squat, crouch or crawl.
- Specific vision abilities required by this job include close (due to computer work), distance and peripheral vision, depth perception, ability to adjust focus and the ability to observe the safety of the classroom.
- Light to moderate lifting is required. Ability to lift up to 45 pounds.
- Ability to uphold the stress of traveling.
- Regular, predictable attendance is required.

The work environment characteristics described are what is encountered while performing the essential functions of this job.

- Moderate noise (i.e. classroom noise, children talking, yelling).
- Ability to work in a confined area.
- May be required to have the ability to sit at a computer terminal for an extended period.
- The employee is occasionally exposed to wet, snowy or hot outdoor weather conditions.

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

* ***Denotes Essential Functions***