

POSITION TITLE: **HEAD START CLASSROOM AIDE**

MARCH 2019

REPORTS TO: Center Manager

SUPERVISES: None

STAUS: Non-Exempt

SUMMARY:

Works under close supervision of teaching staff to assist in conducting the activities of a Head Start preschool program to provide a quality socialization experience for children. Sets up the classroom meals.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- * Assists teachers in implementing daily classroom plan.
- * Assists in physical preparation of classroom and housekeeping duties, such as putting away materials, cleaning up work areas.
- * Works with groups of children during classroom activities.
- * Assists with preparation of materials.
- * Assists teacher in addressing children's individual needs by providing individualized attention for children, as assigned.
- * Assists in the preparation and cleanup of classroom meals.

Performs other related tasks as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- * Ability to interact with preschool children in a supportive, positive manner.
- * Demonstrated positive communication skills with children and adults.
- * Demonstrated basic understanding of young children.
- * Ability to lift up to 45 pounds.

REQUIRED EDUCATION OR EXPERIENCE:

High School Diploma or GED.

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REQUIRED CERTIFICATION AND LICENSES:

Physical examination within three weeks of hire at the employee's expense.

- May require TB test depending on assigned sites

Acceptable completion of criminal history check.

Food Worker's Card within 30 calendar days of hire.