

NEIGHBORIMPACT

JOB DESCRIPTION

Job Title: Substitute Center Aide, Head Start

Reports To: Regional Associate Education Manager

I. Job Purpose:

This position supports the Center Team in creating a successful environment by integrating all program services in a classroom of up to 20 children. The primary function of this position is to support the preschool classroom by preparing and serving meals, completing daily cleaning tasks, and providing staff breaks. Daily tasks are decided by the teaching team.

II. Duties, Tasks and Responsibilities:

- Manage small groups of children in a positive and appropriate manner
- Communicate with center staff daily regarding child behavior, skill development, progress, and concerns; document child observations
- Interact positively and professionally with, and encourage parents and community volunteers
- Assist with maintaining a safe and sanitary classroom environment daily
- Use positive guidance with children at all times, following the Positive Guidance Policy
- Assist staff with meal preparation and service
- Eat meals with children as assigned and follow mealtime procedures
- Provide childcare for family activity meetings as assigned
- Travel to and participate in training, workshops, and conferences
- Assist with completion of Daily, Weekly and Monthly Indoor and Outdoor Health and Safety checklists
- Assist children with daily self-help skills, including toileting and diapering consistent with program policies and procedures
- Communicate child and family information to center team along with completing documentation
- Supervise and monitor children at all times using active supervision and zoning
- Work cooperatively with the team to ensure that no child/children is/are left alone
- Work cooperatively with the team to maintain correct teacher-child ratios

Meal Service

- Complete food preparation, table setting, dishwashing and clean up in the kitchen and classroom using approved sanitation methods
- Complete assigned cleaning tasks in the kitchen and equipment using approved sanitation methods
- Work cooperatively with the team when storing food, food service equipment and supplies in an orderly fashion using approved sanitation methods
- Maintain all CACFP documentation
- Prepare CACFP documentation for monthly reporting
- Complete inventory monthly and turn in orders to site coordinator

III. Knowledge, Skills, and Abilities:

NEIGHBORIMPACT

JOB DESCRIPTION

- Competent skills in listening to and speaking with children and adults
- Ability to be able to participate as a constructive, contributing positive member of the Center Team
- Ability to build and maintain positive relationships
- Ability to engage in and support positive social and emotional interactions with children, families, community partners and co-workers
- Ability to relate to children of varying ages, abilities, and behaviors
- Ability to relate to adults of varying social and economic backgrounds
- Ability to demonstrate a knowledge of child growth and development
- Ability to communicate ideas, concepts, and techniques to adults of various abilities
- Visual ability or corrected vision to oversee the operations of a classroom
- Ability to travel and participate in training workshops and conferences as assigned
- Ability to respond appropriately (both mentally and physically) to an emergency or crisis situation
- Demonstrated ability to be prompt, dependable and flexible
- Ability to use a variety of computer programs including but not limited to Microsoft Word and Outlook
- Ability to follow Head Start program “Standards of Conduct” and NeighborImpact “Employee Handbook Section C: Employee Conduct”

IV. **Qualifications:**

- Preference for pre-school experience with a Head Start or similar program
- Must be able to promote positive communications within and outside Head Start
- Bilingual English/Spanish preferred
- Head Start parent or past parent preferred
- Frequent kneeling, stooping, bending, and sitting on the floor to attend to children’s needs required. This position is rated as active and occasionally requires the individual to lift 50 pounds
- Must have an initial health examination, and a periodic re-examination (as recommended by health care provider) so as to assure that employees do not because of communicable diseases, pose a significant risk to the health or safety of others, that cannot be eliminated or reduced by reasonable accommodation.
 - Required prior to date of hire and throughout employment:
 - Food Handler’s Card
 - Current enrollment in the OR Child Care Division-Criminal History Registry (CBR)
 - Access to reliable transportation
- Within 60 days of hire, Pediatric CPR/First Aid certification is required
- Above certifications must be kept current to remain employed

V. **Position Details:**

NEIGHBORIMPACT

JOB DESCRIPTION

- The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required
- Fair Labor Standards Classification: **Non-Exempt**
- In accordance with Federal law and U.S. Department of Agriculture policy, NeighborImpact is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call, toll free, (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer
- NeighborImpact is an equal opportunity provider and welcomes POC, LGBTQIA2+, neurodiverse, old, young, and everyone in between into our work force
- This position is a mandatory reporter which means requirement to report suspected child and elder abuse following state and agency reporting requirements and policies

VI. Signatures:

Employee Print Name: _____ Date: _____

Employee Signature: _____ Date: _____