



**WEST CENTRAL MN COMMUNITIES ACTION, INC.**

*“Partnering to build community and empower people to overcome poverty and achieve their full potential.”*

<b>Employee Name</b>		<b>Division</b>
		Head Start
<b>Job Title</b>	<b>Job Classification Code</b>	<b>FLSA Status</b>
Head Start Teacher’s Aide	Grade 2	Nonexempt
<b>Reports to:</b>		<b>FTE</b>
Head Start Family Education Specialist		Part-time / Seasonal
<b>Employee’s Signature</b>		<b>Date</b>
<b>Supervisor’s Signature</b>		<b>Date</b>

**PRIMARY FUNCTIONS**

- To assist the Family Education Specialist with activities for the children in the Head Start Center

**AGENCY EXPECTATIONS**

- Adhere to Agency policies and procedures.
- Acts as a role model within and outside the Agency.
- Provide friendly, responsive service to the public, community organizations and to those we serve.
- With a respectful and positive attitude, work with low-income individuals and families with diverse backgrounds.
- Support, develop and maintain productive relationships required to carry out job activities.
- Demonstrate flexible and efficient time management.
- Maintain the security and confidentiality of all records and interpersonal interactions.
- Serve as an advocate.
- Work effectively and cooperatively with community partners and co-workers.
- Participate in Agency-wide and program events.

## **QUALIFICATIONS**

### **Minimum**

- Must be 18 years of age with high school diploma or equivalency
- Interest and experience in working with young children
- Ability to exercise patience and understanding when working with children
- Meet minimum standards per Head Start Performance Standards and Minnesota Rule 3 Licensing
- Ability to follow instructions; good oral communication skills
- Meet physical abilities: must be able to lift 50 lbs; and daily kneeling, stooping, bending and sitting on the floor to attend to children’s needs

### **Preferred**

- General knowledge of the Head Start program
- Proof of valid driver’s license and current/adequate vehicle insurance coverage
- Demonstrated understanding of diverse backgrounds and cultures

## **REPORTING TO THIS POSITION ARE:**

None

## **ESSENTIAL FUNCTIONS**

1. Work directly with children in context of the program plan and curriculum.
  - a. Engage children during mealtime
  - b. Participate in play activities and bus ride experiences
2. As a member of the center team, participate in center lesson planning and operations, and the execution of those plans.
3. Observe and record children’s behavior and development to make recommendations on meeting children’s individual needs.
4. Ensure safety of Head Start Children. Report accidents, illnesses or child abuse and neglect.
5. Assist with the preparation of indoor and outdoor space for planned activities including supplies and materials, ensuring the maintenance of a safe and healthy environment.
  - a. Inspect, clean and monitor indoor and outdoor space
  - b. Monitor food safety
  - c. Assist with fire and tornado drills
  - d. Clean tables and sanitize toys
  - e. Complete safety checks twice a year
  - f. Assist with First aid checks
6. Welcome and support families in their participation in Head Start.
7. Act as community advocate and resource for Head Start families.
8. Participate in all required training including First Aid that is necessary for certification/licensure regulations.
9. Keep immediate supervisor informed of all problems, unusual or extraordinary matters of significance coming to his/her attention, so that prompt corrective action can be taken as needed.
10. All other duties as assigned by supervisor, including participation in Agency and program committees.

## **AMERICANS WITH DISABILITY SPECIFICATIONS**

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 occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance, stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee must occasionally lift and/or move up to **50** pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: Work environment characteristics 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.

The noise level in the work environment is usually moderate-to-high.