

Job Title: Early Head Start Classroom Aide **Wage/Hour Status:** Non Exempt

Reports To: Principal/Designee

Pay Grade: Clerical Paraprofessional - 1

Dept./School: Crockett Head Start

Revised: 3/25/2024

Primary Purpose:

The role of the Classroom Aide is to develop, implement, direct, and evaluate the assigned content area plan and services in compliance with federal performance standards.

Qualifications:

Education/Certification:

- High school diploma or equivalency
- Training appropriate for assigned content area
- Pediatric CPR and first aide certified

Special Knowledge/Skills:

- communication and interpersonal skills
- knowledge/skills appropriate to assigned content area
- computer and software knowledge
- excellent organizational skills

Experience:

- 1 - 2 years experience in providing services related to the content area

Performance Responsibilities and Duties:

General

- Support board and administrative policies and decisions.
- Maintain professional work environment through a positive attitude, punctuality, regular attendance, phone etiquette, and personal appearance.
- Attend staff meetings, professional development, conferences, and seminars as necessary.
- Supervise and train volunteers.
- Provide information for budget preparation.
- Maintain compliance with AISD, and HS/EHS policies and procedures as well as other funding agency requirements.
- Ensure compliance with all AISD, Child Care Regulations, Federal Performance Standards, and other program guidelines pertaining to the content area.
- Anyone who works for Start/Early Head Start Program has the primary responsibility for the health and safety of children, staff, parents, and volunteers.
- Project enthusiasm for program goals, philosophy, relationships, and job responsibilities.
- Cooperative and friendly toward co-workers and everyone else employee comes in contact.
- Maintain a regular daily work schedule to ensure continuity of care for families and children.
- Work to assure that all information is maintained in a confidential manner that conforms to the program's confidentiality policy.
- Provide on-going communication with and serve as a role-model for families with sensitivity to cultural differences.

- Assist in the program assessment process and self-assessment as requested.
- Work in partnership with all content areas to ensure integration and continuity of quality services to children and families.
- Performs other duties as assigned by the EHS Director & EHS Assistant Director

Other- Content Area Specific:

- Assist the administrative staff as requested (answering phones, making copies, doing laundry, running errands, etc.)
- Complete the Substitute Folder forms as required when substituting in the classroom.
- Provide daily lunch relief in assigned classrooms and periodic breaks for classroom staff.
- Be able to spend the majority of time getting up and down off the floor caring and playing with infants and toddlers.
- Assist all personnel for special events, meetings, etc. as needed.
- Maintain supplies and cleanliness in the resource room.
- Maintain organization and cleanliness in the storage sheds.
- Complete checklists and maintain playground, gym, custodians' closets, etc.
- Fill in for any staff as needed.
- Monitor supplies, equipment and inform Operations as needed when supply orders need to be made.

Supervisory Responsibilities: **None**

Working Conditions:

Tools/Equipment Used: computer, printer, calculator, tablet, copier, fax machine, laminator, phone, and fire extinguisher

Physical Demands: lift and carry up to 50 pounds.
ability to sit or stand for prolonged periods of time.
ability to walk, climb, balance, stoop, and kneel
repetitive hand motions
hear well.
speak clearly.
visual acuity
distinguish colors.
driving personal vehicle as needed

Mental Demands: work with frequent interruptions
maintain emotional control.

ENVIRONMENTAL FACTORS: exposure to biological and chemical hazards

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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