

POCATELLO HEAD START
JOB DESCRIPTION

POSITION TITLE: SUBSTITUTE PROGRAM AIDE

POSITION DESCRIPTION: The Substitute Program Aide primarily assignment in the classroom and/or in the kitchen. Secondary assignment with program managers as schedule permits. While in the classroom assists with setting up centers and daily activities; working with children individually and in group settings; monitoring bathroom, meal, outdoor/gross motor times, and transitions between periods; providing a safe, clean and orderly environment. While in the kitchen assists with meal preparation and delivery of meals to classrooms, and responsible for use and sanitation of equipment and meal service areas. Takes on the role of teacher assistant or food service staff in the absence of said staff.

SALARY RANGE: School District #25 Classified Salary Schedule Level 1
Benefits not applicable

SCHEDULE: August – May
Tuesday – Friday; 4 hours per day
Extra hours assigned for training throughout the year

SUPERVISOR: Program Services Assistant

BASIC RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

Attitudes and Skills with Children in Classrooms:

- Greet children daily and interact in a friendly, warm and affectionate manner; interaction with children occur frequently at their physical level.
- Encourage independence and support the development of self-help and problem solving skills.
- Assist in teaching children to properly care for equipment and materials.
- Assist children with understanding and following all classroom rules, and health and safety practices.
- Actively participate with and supervise children at all times, including meal, bathroom, outdoor/gross motor and transition times.
- Assist children at meal times to set tables and clean-up afterwards.
- Oversee table at meal times following meal service policy. Eat meals with children, assist children with serving selves, encourage children to taste foods, obtain seconds if needed, and lead mealtime conversation.
- Assist teachers with diapering of children not yet toilet trained and assist children whose clothing has been soiled; responsible for required documentation for diapering.
- Assist teachers in having materials and activities prepared and ready for children prior to their arrival.

- Assist and support teachers with all activities throughout the day; may direct large and/or small group activities.
- Assist staff in strict adherence to Active Supervision procedures of the Head Start program.

Attitudes and Skills in Kitchen and Meal Time Service:

- Follow proper sanitation procedures during food preparation and serving.
- Assist with loading carts in kitchen to deliver to classrooms.
- Assist with unloading carts, dispose of leftover food and milk, place used serving bowls/utensils in kitchen for cleaning.
- Remove food trash from classroom and place in large garbage cans in kitchen area.
- Sanitize carts before and after use.
- Assist with sanitizing tables before and after meal time. Sweep and mop floor around tables as needed.
- Familiar with operating kitchen equipment accordingly and safely.

Attitudes and Skills in Office and Providing Program Support

- Assist as needed in performing basic office tasks: answering phones, making copies, data entry, taking children to and from classrooms, greeting families.
- Assist managers with regular tasks and special projects as requested, and other duties as assigned.

Attitudes and Skills with Co-Workers and Supervisors:

- Readily assist with implementation of classroom and kitchen activities.
- Respond to supervision with a learning attitude
- Handles conflicts/problems as they arise with the appropriate individuals
- Work cooperatively and as a team player with other staff
- Exhibit a positive attitude and use positive communication skills.
- Follow instructions and ask for clarification when needed.

General Work Habits & Responsibilities:

- Arrive on time and maintain regular attendance; follows Head Start procedures for notifying the program of absence
- Daily documentation of hours on program time card. Prior approval required for change in work hours.
- Maintain confidentiality of information and records
- Accept and respect the diversity of all others including children, parents, staff, and volunteers.
- Complete tasks on time and at a satisfactory level.
- Completed required paper work accurately and according to due dates established by the program.
- Responds promptly to requests and memos from the director, supervisor, and managers.

- Uses technology as required by the program (includes, e-mail, internet, data base).
- Actively participates in Head Start required training and implements information given.
- Participation in annual performance review.
- Participates in the annual program self-evaluation.
- Adhere to Codes of Conduct and maintain appropriate level of professionalism.
- Familiar with and follows Head Start/SD 25 mission and vision statements, Head Start Performance Standards, and program/district policies and procedures.

Work Requirements:

- Ability to lift 50 pounds.
- Ability to stand/walk for long periods of time
- Ability to bend to child sized furniture

Minimum Requirements:

- High school diploma or GED
- Demonstrates basic competence in reading, writing, speaking and listening
- Possesses basic computer skills: e-mail, data entry, word processing

Desired Qualifications:

- Bilingual capabilities
- Job experience in a Head Start or other early childhood setting

Health Requirements:

- A TB test will be required upon employment and thereafter as indicated by a risk assessment.

Other Requirements:

- Birth Certificate
- Social Security Card
- Background check/finger prints
- Declaration of charges/convictions related to violent felonies, child abuse/neglect or child sexual abuse
- Food Handlers course at first opportunity
- Child CPR/first aid