



## Tri-County Community *Action Partnership* Position Description

<b>Position Title:</b> Classroom Aide	
<b>Department:</b> Head Start	<b>Status:</b> Full-Time Hourly /Non-Exempt
<b>Pay Grade:</b> Grade 1/Union	<b>Location:</b> Various
<b>Position Reports To:</b> Lead Teacher	

### **Mission Statement**

"TCC engages the entire community to listen to and partner with low-income individuals and families to expand their opportunities to move out of economic poverty and towards prosperity."

### **Summary**

This position is responsible for assisting the teacher in the implementation of activities to accomplish the Head Start program component goals for individual or small groups of children.

**Primary Duties** - *All TCCAP staff are required to actively recruit families for agency programs.*

- Ensure the safety of all children and prevent children from being left unsupervised by using Active Supervision.
- Utilize Active Supervision strategies to ensure the safety of all children.
- Nutrition support.
- Assist in cleaning and sanitizing toys.
- Assist teachers with daily activities to accomplish component goals for students in accordance with Head Start standards.
- Help with small group activities.
- Interact with students during free time, gym, circle time and playtime including reading, singing, telling stories, and playing with the students.
- Assist teacher in ensuring a safe learning environment always.
- Help with snack and mealtimes including serving, assisting kids with eating, cleaning up, etc.
- Communicate with staff and parents, accurately track students, and maintain a variety of records and documents.
- Communicate any daily changes with classrooms on pickup and drop-off changes.
- Assist students while on field trips with classroom staff after the trip is completed.

### **Qualifications**

- High school graduate or equivalent required.
- One year experience working with young children preferred.
- CPR/First Aid certified required.
- CDA preferred.

## **Physical Requirements**

- This position includes medium work, lifting to 50 pounds, with frequent lifting/carrying of objects weighing up to 25 pounds.
- Hear, speak, and effectively verbally communicate in the English language, including following oral and written instructions, to communicate with people inside and outside the organization.
- Sit for extended periods of time and perform work sitting in a classroom.
- Move around repeatedly helping kids with a variety of activities repeatedly throughout the day.
- Apply manual dexterity to handle and manipulate objects, tools, and controls.
- Visual acuity and ability to review detailed reports and information.

*This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.*

I have read and understand this description of my position.

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Employee Signature

Date