

# Project NOW Inc. CAA

## Job Description

**Job Title:** Classroom Aide  
**Department:** Head Start  
**Reports To:** Program Supervisor/Site Supervisor  
**FLSA Status:** Non Exempt  
**Wage Grade:** 2

**Prepared By:** Hart  
**Prepared Date:** April 2020  
**Approved By:** Policy Council  
**Approved Date:**

**SUMMARY** Works cooperatively with teaching and family service team to plan and provide daily early childhood education program at a center site.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Functions as a member of the Head Start team to provide comprehensive services in accordance with all regulations and program requirements. Other duties as assigned.

- Works cooperatively with teaching and family service team to plan and provide daily early childhood education program at a center site. Follows proper procedures in the safe and healthy care of children, including those with special needs. Assists in individualization, observation and evaluation of each child.
- Follow discipline policies, which include developmentally appropriate social-emotional and behavioral health promotion practices as well as discipline and intervention procedures that provide specific guidance on what teachers and programs should do to prevent and respond to challenging behaviors.
- Maintains a safe, healthy learning environment. Works cooperatively with other staff and managers to conduct daily safety of site and daily health checks of children. Assists with meal service, sanitation and cleaning of site. Complies with all Risk Management procedures; assists with regular fire drills and tornado drills.
- Assists in maintaining regular communication with parents and actively encouraging parent participation. Assists in encouraging parent volunteers for all program areas, meetings and other activities. Assists in generating referrals for services for families and children as appropriate. Assists in training center volunteers on center routines, discipline, and activities.
- Participates in supervisory meetings, center team meetings, in-services, visits, conferences, planning sessions, and staffings for the children and families as needed. Assists in planning parent training and educational experiences for home visits and in the center.
- Assists in recruitment of children in Head Start by collaborating with public school registrations, developing and producing advertising and other materials, going door-to-door in service area, posting recruitment materials, distributing flyers, setting up registration sites, and other activities. Assists recruitment team in helping potential candidates gather registration documents, and assists in processing applications.
- Maintains records and submits all required reports, forms, records and expenses on time. This includes inventories, lesson plans, meal service records, child observations and assessments, In-Kind forms, homework/activity reports, updates to child records, home visit reports, referrals, follow-ups and other family records. Assists in maintaining a classroom bulletin board containing all required postings for review.
- Takes role of Assistant Teacher/Advocate in that person's absence.
- Requires minimum age of eighteen (18) years to comply with regulations.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information and respond to questions from managers, families, staff, and the general public.
- Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving several concrete variables in standardized situations.
- Must have valid driver's license, reliable transportation, and proof of insurance.

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibilities.

**EDUCATION and/or EXPERIENCE:** Requires a high school diploma or GED. Experience with Preschool age children preferred. Must be willing to attend college courses in child development or early childhood education and special needs and/or complete coursework for Child Development Associate (CDA) certification within 2 years.

**PHYSICAL DEMANDS and WORK ENVIRONMENT:** While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must periodically lift and/or move up to 50 pounds. These physical demands are as with handling children of pre-school age. Environment will be of a normal office environment and normal pre-school environment.

**Positions within Project NOW are primarily grant funded and funding decreases can affect our staffing needs.**