



JOB DESCRIPTION

JOB TITLE:	Classroom Aide	DEPARTMENT:	Head Start Locations
REPORTS TO: Reports to and works under the general supervision of the Head Start Education Supervisor who assigns duties and reviews work for effectiveness according to established work standards. Position works under the guidance of a Teacher 2/ Advocate and Teaching Assistant.			
SUPERVISION EXERCISED: This is a non-supervisory position. Lead work/coordination of the work of others is not a typical function assigned to this position. Incumbents in this position may provide training and orientation to newly assigned personnel.			
POSITION SUMMARY: Assists with activities, meal service, and sanitation of classrooms and site.			

ESSENTIAL FUNCTIONS/ DUTIES & RESPONSIBILITIES
<p><i>The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.</i></p> <ol style="list-style-type: none"> 1. Performs tasks as assigned by the Teacher 2/ Advocate including but not limited to gathering and preparing classroom materials, monitoring children, and assisting to maintain a safe and sanitary environment. 2. Assists with the preparation of lunch and snack. Assists with ensuring the kitchen and food service meets with Health Department requirements for safe and sanitary food conditions including maintaining proper temperature and storage of food. 3. In accordance with established schedule, completes necessary daily cleaning required to provide a clean and sanitary building. Such tasks include sanitizing classroom materials, vacuuming carpeted areas, sweeping and mopping uncarpeted floors, cleaning and sanitizing toilets, counters, and sinks, emptying garbage, and sweeping outside entrances, porches, and sidewalks. 4. Participates in training as required. 5. In consultation with the Education Supervisor, develops own professional work goals and training plan. 6. Consistently maintains a professional and courteous manner and an ability to work effectively and harmoniously with other employees and the general public. 7. Maintains regular job attendance and adherence to working hours. 8. Accepts and performs other work as assigned.

QUALIFICATIONS & REQUIREMENTS

EDUCATION AND EXPERIENCE:

High school diploma or equivalent preferred; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work with young children in an accepting, positive manner. Must be able to work as a team with educational staff. Ability to work with low-income families. Knowledge of basic sanitation and housekeeping procedures and good personal hygiene habits required. Ability to work and organize duties in a timely manner. Bilingual (Spanish/ English) desirable.

SPECIAL REQUIREMENTS:

Tuberculin test with documented results, health verification form completed and registration with Criminal History Registry must occur before hire. Food Handler’s Certificate, First Aid and CPR certification required (training for certification is provided by Head Start). Must be willing to obtain additional training as requested. Possession of or ability to obtain a valid Oregon driver’s license may be required.

Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this classification.

WORK ENVIRONMENT/ WORKING CONDITIONS/ PHYSICAL DEMANDS

The work environment and working conditions described here are representative of those that are typical of the job and 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.

This job is typically performed in an office environment under usual office working conditions. The noise level in the work area is typical of most office environments, with some telephones, personal interruptions, and background noises. In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Ability to bend, stoop, move, or lift supplies, equipment and children weighing up to 50 pounds required.

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

I certify that I have read and understand and can perform the essential responsibilities assigned to this position.

Employee Signature: _____

Printed Name: _____ Date: _____