

POSITION TITLE: **SUBSTITUTE HEAD START/ECEAP CLASSROOM AIDE**

January 2011

REPORTS TO: Education Coordinator

SUPERVISES: None

STATUS: Non-Exempt

SUMMARY:

Works under close supervision of teaching staff to assist in conducting the activities of a Head Start/ECEAP preschool program to provide a quality socialization experience for children. Sets up the classroom meals.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- \* Assists teachers in implementing daily classroom plan.
- \* Assists in physical preparation of classroom and housekeeping duties, such as putting away materials and cleaning up work areas.
- \* Works with groups of children during classroom activities. Is responsible for arranging bulletin boards and displays as assigned.
- \* Assists with preparation of materials.
- \* Assists teacher in addressing children's individual needs by providing individualized attention for children, as assigned.
- \* Assists in the preparation of classroom meals. This may include transportation of the food, shopping, food preparation, paperwork and clean-up.

Performs other related tasks as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to interact with preschool children in a supportive, positive manner.
- Demonstrated positive communication skills with children and adults.
- Demonstrated basic understanding of young children.
- Ability to lift up to 45 pounds.

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REQUIRED EDUCATION OR EXPERIENCE:

High School Diploma or GED.

One year experience with preschool or elementary school age children.

REQUIRED CERTIFICATION AND LICENSES:

Valid driver's license in the state of residence.

Auto insurance in the amount required by the State of Washington.

Physical examination within three weeks of hire, at the employee's expense.

First aid and Infant/Child CPR cards, at employee's expense before beginning work.

Acceptable completion of a criminal history check.

Food Worker's card not required, but employees are encouraged to obtain at the employee's expense.

\* **ESSENTIAL ELEMENTS**