



**Program Aide**  
**Date: July 19, 2018**

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**Reports to:** Center Manager/Teacher  
**Classification:** Full-time

**Department:** Head Start  
**Status:** Non-Exempt

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**Position Summary:**

This position is a 9-10 month position. This position is responsible for working collaboratively with all staff to maintain a program that includes an organized series of experiences designed to meet the needs of all participating children, and assisting and utilizing parents in alternative ways to foster the learning and development of their children. This position is directly responsible for maintaining adult: child ratio in the classroom. This person will be responsible for transporting and/or monitoring the children to and from school and to and from field trips as needed. This position will be responsible for filling in, as needed and as requested, by the Center Manager or Center Manager/Teacher. Work is performed under the supervision of the Center Manager or Center Manager/Teacher, and reviewed through regular supervision, reports, and program achievements.

**Essential Functions:**

- Comply with and provide services based on all Head Start Program Performance Standards, Head Start Act, Agency Employee Handbook, all other agency policies and procedures, and State of Kansas Requirements, and be in compliance with all funding entities requirements.
- Participate in routine systematic planning to develop component goals/objectives based on program data, the Comprehensive Community Needs Assessment and the Annual Head Start Self-Assessment as requested by supervisor.
- Report any suspected child/adult abuse or neglect to appropriate authority.
- Ongoing and professional communication and coordination with co-workers, management staff, community and customer/families.
- Understand and support the NEK-CAP, Inc. governance, as it applies in relation to Policy Council and the Multi-County Board of Directors. Assist with recruiting members, as needed, to be in compliance with the Head Start Performance Standards and Head Start Act.
- Work closely with other managers, staff and community agencies as needed to ensure coordination of services needed for individual children and families.
- Respect and support cultural differences and diverse family structures.
- Attend and participate in trainings, conferences, staff meetings, web based go-to-meetings, reflective supervision, new staff orientation, coaching and in-service days.
- Timely office work and coordination- emails, phones calls, answering questions, etc.
- Responsible to maintain completion of data entry into the program database - CAP 60 and child assessment database - Work Sampling according to set time frames and expectations; running reports; analyzing and submitting data/reports as needed/requested.
- Maintain dependable, punctual attendance and adhere to appropriate break times.
- Work in conjunction with the other members of the center team to set up a culturally and developmentally appropriate classroom environment based on Head Start Program Performance Standards-and evaluate it using *The Creative Curriculum for Preschool* Fidelity Tool.

- Assist with developing and utilizing lesson plans, individualization on lesson plans, observations and using the curriculum to fidelity as needed/requested.
- Responsible for the completion of at least 15 hours of training annually, including 15 hours of Early Childhood training.
- Responsible for assisting with recruitment of new children with the rest of the center staff to maintain a wait list and assure funded enrollment is achieved by the first day of classes.
- Responsible for active supervision happening during the time the children are present in the classroom, playground, on field trips and family engagement activities
- Cross train for the Nutrition Provider and responsible for the kitchen duties when the nutrition provider is absent for the day.
- Responsible for covering other classrooms at your site (if applicable) and when needed or directed by the Center Manager or Center Manager/Teacher.
- Responsible for daily cleaning in your classroom and at your site, following cleaning schedule.
- Responsible for filling out accident/incident reports as needed daily and giving them to Center Manager or Center Manager/Teacher.
- Responsible for driving or monitoring on the bus at your site.
- Responsible for all the children's bus paperwork; work in coordination with the Family Development Advocate or Center Manager or Center Manager/Teacher.
- Responsible for contacting Transportation Coordinator for any bus or other agency vehicle concerns or repairs immediately when such concerns arise.
- Responsible for making seating arrangements/chart for the bus.
- Responsible for monthly bus paperwork being scanned or turned in to the Transportation Coordinator.
- Responsible for laundering bedding, following policy, at full day sites.
- Assist with providing transition strategies and practices for the children and families coming into Head Start and moving on from Head Start as needed/requested.
- Assist all staff to meet the non-federal share (in-kind), helping to generate and document in-kind contributions, assisting with planning individualized homework.
- Assist with planning and attend Family Engagement Activities as requested/needed.
- Assist with planning field trips utilizing the Field Trip Planning Form.
- Assist with executing monthly safety checks and drills.
- Assist with the daily classroom and playground check is completed as needed/requested.
- Order supplies needed through your center manager.
- Audit children's files as needed or requested.
- Advocate for NEK-CAP, Inc. in the community – this may include attending public or community and/or public speaking.
- Maintain and assure confidentiality and privacy of NEK-CAP, Inc. customers.
- Uphold and promote the values and mission of NEK-CAP, Inc.
- Adhere to the Standards of Conduct and Community Action Code of Ethics.
- Support management decisions both in actions and words.
- Promote staff self-care and wellness.
- Maintain a clean and safe work area- to include socialization, vehicle and office.
- Promote staff team building activities.

- Ability to work varied hours according to need – so this may include early arrival so this position can help with bus routes or preparing meals or working late because of a family engagement activity.
- Other duties as assigned.

## **Knowledge and Experience:**

### **Essential**

- Ability to learn and adapt
- Resourceful and well organized
- Basic computer and electronic skills
- Basic operations of general office equipment such as photocopiers, scanners, faxes, and phone systems.
- Superior interpersonal skills. Ability to get along with diverse personalities; tactful, mature, and flexible.
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly, both orally and in writing.
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners and customers

### **Desired**

- Continue to develop professionally with knowledge and expertise with what are developmentally appropriate practices and activities with young children
- Continue to grow your knowledge of what resources in our community are available to help our children and families that we work with

## **Education and Qualifications**

High School Graduate or GED required. Associates degree in Early Childhood Education is preferred or CDA (Child Development Associate) credential for 3-5 year old children preferred. Must be willing to work at obtaining a CDA credential to be completed within 2 years and/or work toward an Associate's degree in Early Childhood Education

Obtain Driver Improvement/AAA certification and First Aid and CPR certification and keep current, attend training in child abuse and neglect, blood borne pathogens upon hire.

Successfully complete and pass a physical exam, TB skin test and drug screen before beginning employment.

Submit to and pass criminal background/history check in compliance with State of Kansas Child Care Licensing.

Possess current valid state driver's license and personal automobile insurance and present upon hire.

CDL upon hire

## **Physical Requirements/Work Environment**

The physical demands described here are representative of those that 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.

- Use hands to finger, handle, or feel;
- Reach with hands and arms;
- Sit (adult and child size furniture) stand, walk and stoop, kneel or crouch;

- Required vision abilities include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus
- Occasional exposure to wet and/or humid conditions
- Outside weather conditions
- Extreme cold and extreme heat
- Regularly lift and/or move 50 plus pounds;
- Assist children with toileting and changing diapers
- Noise level is usually quiet to moderate

*The duties listed above are intended only as illustrations of the various types of work that may be performed by this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer requirements of the job change.*