

INCA Community Services

Job Description



Title:	Center Assistant	Reports to:	Area Supervisor
Program:	Head Start	Status:	Non-Exempt/Full Benefits/ 40 hours a week/ Flexibility in schedule and location/10 month
Approved:	May 2016	Wage:	(see Salary Scale)

Job Summary:

Perform day-to-day duties of classroom staff as needed to provide a stimulating and complete learning environment for preschool children. Move between assigned classroom as needed to meet child/staff ratio such as: taking the place of absent staff, relieving staff for break, and assisting with special needs children. Assist with all aspects of provision of comprehensive services to the Head Start children and their families.

This position has a recurring access to a vulnerable population.

Essential Functions: *The below is intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

01. Perform the day-to-day duties of classroom staff as needed with a working knowledge of the Head Start Performance Standards and the component plans.
02. Work closely with the classroom staff in all aspects of the program and daily activities including classroom and playground activities and maintenance.
03. Cooperate with other staff and managers to maintain the smooth functioning of the center, which at times may require changes to meet the needs of the children;
04. Be familiar with and assist with the completion and submission of daily Head Start forms, reports and records in a timely and accurate fashion, e.g., Attendance, Observation Records, Time Sheets, and other required documents.
05. Performs duties required for maintaining a safe and healthy classroom and playground environment as outlined in DHS licensing requirements, Head Start plans and regulations to ensure safety of children and staff.
06. Work with children with disabilities and/or children whose developmental age/stage may be delayed, i.e., toilet-training, diaper changing, additional therapy procedures as required by Individual Development plan.
07. Eat with and assist children in development of social and self-help skills, and sound nutritional practice.
08. Creates and maintains relationships with every child and family and their needs;
09. Actively recruit children and assist in maintaining a center waiting list.
10. Assist with the community target needs assessment in area served by your assigned classroom.

General Duties:

01. Attend work punctually and regularly to provide consistency of service;

02. Responsible for reporting absences and ensure substitute can be secured to work to meet staff ratio;
03. Must have flexible schedule to work at least one evening each month and participate in parent meetings;
04. Attend upon request all staff and other appropriate meetings, training and conferences some of which may require out-of-town travel and evening/overnight attendance;
05. Follow Agency personnel policies as established by Board;
06. At all times maintain professional attitude and respect for parents, children and staff.
07. Ensure confidentiality of all records and information;
08. Demonstrate commitment to mission, values, and policies in the performance of daily routines;
09. Perform other program-related assignments as designated;
10. Present a positive image of the agency to members of the community.

Supervisory Relationships:

Works under the direct supervision of the Area Supervisor and direction of Teaching staff and Head Start Management. Accountable to the Head Start Director, Executive Director, Board of Directors and Policy Council.

Knowledge and Skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.

- Knowledge and ability to initiate and implement developmentally appropriate individualization process for each student;
- Skillful in maintaining effective working relationships to achieve goals;
- Ability to read, interpret and implement program guidelines efficiently and effectively;
- Proficient computer skills and knowledge of the internet, e-mail, and web sites.
- Deal tactfully and courteously with the public, parents, children and staff;
- Capable of following both oral and written instructions;
- Strong verbal and written communication skills;
- Accurate and organized record keeping;
- Handles confidential work with tact and discretion;

Qualifications:

Education:

- GED or High School Diploma required.
- **Strong candidate** will have one of the following:
 - CDA (Child Development Associates);
 - A.A. in Child Development;
 - A.A. in other area;
 - Official College transcript with 48 college credits;
 - Paraprofessional certification from the Oklahoma State Department of Education;
- **All other Candidates** must:
 - Complete during first 90 days of employment ELCCT (entry level child care training) (licensing h:2) and complete 20 hours CECPD approved training with no more than 6 hours informal training per Appendix FF. Oklahoma Professional Development Ladder;
 - Attend all courses related to Child Development provided by the agency or on your own to assure accomplishment of CDA within two (2) years of being employed by agency.
- **Once hired must:**
 - Annually meet Department of Human Service (DHS) training requirements.

Experience:

- Consideration given to experience in Head Start, Child Care or volunteer work with preschool children.
- Proficient computer and data entry skills; and knowledge of the internet, e-mail, and web sites.

General:

- Valid Oklahoma driver's license
- Reliable transportation with liability insurance,
- Character references
- Must pass:
 - Physical,
 - Pre-employment drug testing
 - Criminal Background check including:
 - NSOPW (national sex offender)
 - Child Care Restricted Registry (Joshua's List)
 - FBI fingerprint-based criminal history as required of the ODHS

Physical Requirements: Employee must be able to:

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.

- Show proof of or obtain Hep A (2), Hep B (3) and any booster immunizations;
- Stand, walk, bend over, kneel, stretch, grasp, reach overhead, stoop, twist, push, pull and move lift and/or carry 0 to 60 pounds to waist height;
- See and read a computer terminal and printed matter with or without vision aids;
- Hear and understand speech at normal levels and on the telephone with or without hearing aids;
- Speak so that others may understand at normal levels and on the telephone;
- Enter data into a computer terminal, operate mainframe/personal computers, operate standard office equipment and dial a telephone;
- Operate a motor vehicle;
- Working with both hands and arms;
- Grasping;
- Work in a busy, noisy and sometime stressful environment.

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Acknowledgment: I acknowledge receipt and understand the contents of this job description.

Signature of Employee:		Date:	
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