

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.

JOB DESCRIPTION

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POSITION: **INSTRUCTOR AIDE**

DIVISION: Early Childhood Development

PURPOSE: Works with children ages three to five enrolled in the Head Start program to support their development in all areas (social, self help, cognitive, fine/gross motor, language/literacy, math, science, social studies, the arts) in order to prepare them for transition to school age programming.

QUALIFICATIONS:

Education: Prefer a minimum of an Associate Degree in Early Childhood Education [ECE]; Will also consider an Associate or Bachelor's Degree in related area or High School Diploma or GED, in which at time of hire individual must provide proof of enrollment in a Child Development Associate (CDA) or ECE Certificate or Early Childhood Associate Degree program or related field. Completion of CDA program must be within two (2) years of hire.

Experience: Prefer experience working with pre-school children and willingness to help pre-school children grow. Knowledge in school bus safety regulations and/or food handling/service regulations desired.

Skills, Abilities and Knowledge:

- a. Ability to follow procedures, requests and instructions.
- b. Ability to work as part of a team.
- c. Ability to maintain confidentiality.
- d. Machine operation could include calculator, photocopier, telephone, computer, microwave, toaster, can opener, CD player, tape player.
- e. Knowledge of Head Start Regulations and Performance Standards.
- f. Ability to adapt to frequent change.

REPORTS TO: Child Development and Education Supervisor

SUPERVISES: None

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:

Mental Concentration: Considerable concentration intermittently.

Interruptions: Occur constantly.

Physical Effort: Medium physical effort (up to 30 pounds) in predominantly sitting and walking positions with occasional lifting.

Special Demands: Occasional travel.

Special Requirements: Current Act 33, Act 34 and FBI/DPW fingerprint clearance documentation at hire. Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum). Maintain a current CDA, as applicable.

Duties may include any or all of the following. This list is intended to be representative.

01. Assist Instructor with lesson plans and daily center activities by:
 - Greeting the children and parents.
 - Assisting with all activities (learning, gross motor, socialization, etc.), and involving children and parent volunteers (playing games, helping with artwork, circle time, telling stories, taking walks, going to the playground, etc.).
 - Rotating puzzles, games, manipulatives, and other classroom materials.
 - Promoting self-esteem through encouragement and by accepting individual differences.
 - Being a positive and understanding role model.
 - Complimenting and assisting with the daily routine as requested by Instructor.

02. Using the Facilities and Health/Safety Checklists as guides, contribute to a safe and healthy classroom and program environment by:
 - Helping with health checks and brushing teeth daily.
 - Checking for and reporting any signs of possible communicable disease and suspected abuse or neglect according to program procedure.
 - Assisting children with toileting needs.
 - Restocking bathrooms with soap, paper, etc.
 - Administering First Aid/CPR when necessary.
 - Washing and disinfecting furniture, shelves, toys, etc.
 - Cleaning classroom.
 - Riding bus; receiving and delivering children and maintaining order.
 - Modeling positive mealtime behaviors and good eating habits.
 - Shopping for food items.
 - Organizing food cabinet.
 - Helping prepare meals.
 - Calling in meal counts.
 - Setting up and cleaning up/sanitizing kitchen and eating areas for meals.
03. Assist with parent engagement.
 - Assist with scheduling home visits/conferences when necessary.
 - Greet parents as they enter the classroom.
 - Encourage parents to volunteer and delegate responsibilities to them.
 - Call parents during plan time to schedule volunteers and to discuss other topics as identified.
 - Communicate daily with Bus Driver to update volunteer and any other changes.
 - Assist with recruiting as requested.
04. Assist with the observations and assessments of the children.
 - Write observations of children's actions for the purpose of assessing development.
 - Input observations into the GOLD Online System
 - Communicate with Instructor regarding observations.
 - Assist in planning for individual children based on observations.
 - Assist with completing child assessments.
05. Maintain daily/monthly paperwork and records as required by program procedures or when requested including:
 - Assisting with tracking/documentation forms (CACFP, Attendance, Child Sign in/out Sheet, Transportation Attendance Logs, Food Experience, Food Invoice, Family Contact Logs, Transition Logs, Staff Sign In Sheets, etc.)
 - Filling out timesheets and travel vouchers.
 - Maintaining children's records and files.
06. Keep supervisor informed of schedules, needs, problems, ideas, and suggestions; and, seek help when necessary.
07. Attend training and staff meetings as scheduled and/or assigned.
08. Assist in program planning by: participating in committees and special meetings or surveys.
09. Work with children in planned activities designed to meet educational, social, and health needs and physical abilities of children.
10. Substitute for:
 - Other Instructor Aides when available and requested.
 - Instructors in accordance with qualifications and as requested.
11. Perform other related work as required or requested.

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE:

HOURLY WAGE:

HOURS PER WEEK: 40

B

\$9.50 – High School Diploma/No CDA

Possible non-traditional

D

\$10.59 – Associates/Bachelor's Degree with
Related coursework or CDA/ECE Certificate

E

\$11.15 – Associates/Bachelor's Degree in ECE
or other equivalent field