

**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 another field; Will also consider a High School Diploma or GED, in which at time of hire individual must provide proof of enrollment in a Preschool Child Development Associate (CDA) or Associate Degree program, preferably in Early Childhood. Completion of CDA program must be within two (2) years of hire; proof of ongoing enrollment must be provided each semester (minimum fall and spring)
- 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 on floor and on child size chairs, bending, kneeling, stretching, and walking positions with occasional lifting.  
Special Demands: Occasional travel.  
Special Requirements: Current Act 33 and Act 34 and FBI/DPW clearance documentation. Valid PA driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum). Individuals without valid PA driver's license will only be permitted to substitute as Instructor Aide at a designated site building. Maintain a current CDA, as applicable.

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

1. 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.
2. 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 contagious 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 (when housed in a school district building).
    - Setting up and cleaning up/sanitizing kitchen and eating areas for meals.
  3. Assist with parent engagement.
    - 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 child attendance and volunteer schedule.
    - Assist with recruiting as requested.
  4. Assist with the observations and assessments of the children.
    - Write observations of children's actions for the purpose of assessing development.
    - Communicate with Instructor regarding observations.
    - Assist in planning for individual children based on observations.
  5. 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, Staff Sign In Sheets, etc.)
    - Filling out timesheets and travel vouchers.
    - Maintaining children's records and files.
  6. Keeps supervisor informed of schedules, needs, problems, ideas, and suggestions; and, seek help when necessary.
  7. Attend training and staff meetings as scheduled and/or assigned.
  08. Assist in program planning by: participating in committees and special meetings or surveys.
  9. 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. Performs 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:**

B  
D  
E

**HOURLY WAGE:**

\$9.92 – High School Diploma/No CDA  
\$11.06 – CDA or ECE Certificate  
\$11.64 – Associates/Bachelor's Degree

**HOURS PER WEEK:** 40

Possible non-traditional