

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

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POSITION: **PART-TIME CLASSROOM AIDE**

DIVISION: Early Childhood Development

PURPOSE: Assists in the Nutrition and Education Components of the Head Start Program as needed. 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: High School Diploma or GED

Experience: Experience with food handling and supervising of pre-school age children desirable.

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. Must provide proof of full COVID vaccination before starting

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.

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

01. Assist with classroom activities by:
 - Greeting the children and parents.
 - Assisting with all transition activities such as going to the restroom and playground.
 - 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/Instructor Aide.
02. Contribute to a safe and healthy classroom and program environment by:
 - Assisting children with toileting needs.
 - Restocking bathrooms with soap, paper, etc.
 - Washing and disinfecting furniture, shelves, toys, etc.
 - Cleaning classroom.

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- Modeling positive mealtime behaviors and good eating habits.
 - Organizing food cabinet.
 - Helping prepare meals.
 - Setting up and cleaning up/sanitizing kitchen and eating areas for meals.
03. Keeps supervisor informed of schedules, needs, problems, ideas, and suggestions; and, seek help when necessary.
 04. Attend training and staff meetings as scheduled and/or assigned.
 05. Substitute for Instructor Aides when available and requested.
 06. 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

HOURLY WAGE: \$15.00

HOURS PER WEEK: 25
Possible non-traditional