

JOB DESCRIPTION

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Position: Part-time Classroom Aide

Division: Early Childhood Development

Employment Classification: Non-Exempt

Reports To: CDE Classroom Supervisor

Supervises: None

Summary/Purpose: The Private Industry Council of Westmoreland/Fayette, Inc., has provided workforce, education, and early childhood educational services to the communities we have served for over 40 years. The Part-time Classroom Aide assists in the Nutrition and Education components of the Head Start program to support child 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. The ideal candidate will have experience with food handling and supervision of pre-school age children, be a flexible team player who exhibits patience and is able to build positive relationships with a variety of individuals.

Qualifications & Requirements:

Education: Minimum of a High School Diploma or GED.

Experience: Previous experience in food handling and supervision of preschool age children preferred.

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur constantly

Physical Demands: Medium physical effort. (Up to 30 pounds) in predominantly sitting on floor and child size chairs, bending, kneeling, stretching and walking.

Special Demands/Requirements: Occasional travel. Reliable transportation to work and temporary sites as needed. Current Act 33, Act 34, FBI/DPW, and NSOR clearance documentation at hire.

Confidential Information Used: Various forms of personally identifiable information (PII), including but not limited to, participant geographical and identification data, health/mental health, and developmental status, individual or family economic detail, environmental information, and personnel data.

Essential Job Duties: to be performed with or without reasonable accommodation

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

1. Assist with classroom activities including but not limited to puzzles, games, restroom and playground transitions in a positive manner which supports the daily routine established by the Instructor/Instructor Aide.
2. Contribute to a safe and health classroom and program environment by assisting with toileting needs, disinfection and cleaning of the toys, classroom, restrooms, which includes restocking of supplies
3. Prepare meals, organize food cabinets, set up and clean up/sanitizing of kitchen and eating areas for meals, consistent modeling of positive mealtime behavior and eating habits.
4. Seeks assistance as necessary, communicating with supervisor regarding schedules, challenges, ideas and suggestions.
5. Substitute for Instructor Aides when available and as requested.
6. Attend all professional development trainings, meetings, and events as necessary.
7. Perform other duties and assist with special projects as assigned.

Corporate Expectations:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador who 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:

\$15.35

HOURS PER WEEK:

25 - Possible non-traditional