

**COMMUNITY ACTION PARTNERSHIP
OF GREATER ST. JOSEPH**

TEAM Prenatal to Five Head Start
TITLE **Child Care Aide**
REPORTS TO Lead Teacher/Education Coordinator
SALARY RANGE Grade 1
FLSA STATUS Non-Exempt

Rev. 12/09

DEFINITION

Responsible for working with Lead Teacher/Assistant Teacher/Full Day Director to ensure that daily operations of the child development center includes promoting quality child care and modeling developmentally appropriate practices that are in compliance with current Performance Standards. If teaching staff work under the prenatal to three portion of the Head Start program, they may also be asked to carry a small home base caseload.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Assist in researching, planning and implementing age appropriate and developmentally appropriate learning experiences based on program chosen curriculums that advance all developmental domains of children in target classroom. (Classrooms include Infant/Toddler (EHS) and Preschool (HS)).
- B. Establish and maintain a safe, healthy, positive and comfortable learning environment.
- C. Assume responsibility for classroom in the Lead Teacher's/Assistant Teacher's absence.
- D. May be functioning in an Assistant Teacher capacity for an extended period of time.
- E. May be rotating between classrooms/centers as needed, or working one-on-one with a child.
- F. Model appropriate adult/child, adult/adult interactions/behavior and support the social and emotional development of children.
- G. May be asked to collaborate with Lead Teacher/Assistant Teacher to assure delivery of goals as stated on child's IEP (children ages three to five) or IFSP (children ages birth to three) for children with a diagnosed disability. Communicates with parents if they have concerns about child's development and provides parents with a referral to child's physician, local school district (children ages three to five) or First Steps (children ages birth to three) for further evaluation if child has not been diagnosed with a disability.
- H. Agrees to meet federally mandated education requirements within federally mandated time frame.
- I. Accepts direct supervision from Lead Teacher/Full Day Director. Will share needs for training and support with Lead Teacher/Full Day Director and supervising coordinator so that training and support is made available to Child Care Aide.
- J. Demonstrates knowledge of and commitment to policies, procedures and professional standards including (but not limited to CAP Policies and Head Start Performance Standards).
- K. May be asked to communicate with parents regularly on an informal basis about their child's performance and progress, and meet with parents formally four times per program year (two documented parent/teacher conferences and two documented home visits) to conference about child's performance and progress.

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These meetings will focus on the child's strengths, as well as areas for improvement and will provide opportunity for staff to inquire about the child's interests and parent's goals for their child.

- L. Establish and maintain cooperative and communicative relationship with child's parent(s) or legal guardian(s) and involve them in volunteering and planning for the classroom when ever appropriate. Assure that parent(s)/legal guardian(s) are invited and encouraged to attend monthly Parent Committee Meetings at their center.
- M. Promotes family involvement in all aspects of child's education. Encourages volunteerism within the center, as well as completing developmental activities in the home, resulting in raising non-federal share requirement for center.
- N. Participates fully in ongoing professional development including, but not limited to staff meetings, in-service trainings and mentoring activities. Commits to continual professional development and maintain professional development goals agreed upon with supervisor.
- O. Completes records, reports and all required paperwork in an accurate and timely fashion.
- P. Arranges for a qualified substitute when taking leave.
- Q. Maintain current staff file to be in compliance with Missouri Child Care Licensing regulations.
- R. May be asked to attend monthly center parent meetings/family activities. Can assist in a variety of ways including planning, child care, food preparation, leading activities, assisting parents and clean-up.
- S. Serves as an advocate and participate in recruiting activities for Community Action Partnership and the Head Start program.
- T. Completes bus monitor training and knows the current bus route and is prepared to ride route, if needed.
- U. May be asked to monitor and communicate children's absenteeism to Family Advocate (3-5)/Full Day Director (3-5) or Home Visitor (0-3), if Lead Teacher is not also serving as Family Advocate.
- V. Other duties as assigned.

If Lead Teacher II/Lead Teacher assumes role of Family Advocate; Child Care Aide may be asked to assist them with completing these additional duties:

- A. Develops and implements plan for recruitment of children/families in the effort to maintain full enrollment of classroom.
- B. Completes necessary application paperwork with families to determine eligibility. Once a family is deemed eligible, the remainder of necessary file paperwork is completed with family.
- C. Maintains and monitors children's files, assures file paperwork is accurate and up to date.
- D. Completes Family Self-sufficiency Scale (or current Family Partnership Agreement instrument) and prepares written referrals when needed. Obtains follow up information regarding referrals and submits information to SS/PI Coordinator.
- E. Records and reports transportation route changes to Records Associate 0-3 or Records Associate 3-5.

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- F. Plans, schedules and facilitates parent meetings/family activities. Encourages family attendance and participation at meetings.

If teaching staff work under the prenatal to three portion of the Head Start program they may be asked to fulfill the following home visiting activities with a limited number of families:

- A. Complete 1 ½ hour home visit with each family on caseload;
four per month-home base only (EHS & HS) two per month-center base (EHS only)
that focuses on:

Child development education/promotion
Developmental screening and follow-up
Health education and monitoring (physical and mental)
Nutrition education
Focus on parent involvement
Parent-child relationship building
Assessing community services

Family goal setting and support
Educational and supportive services to pregnant women (EHS only)

- B. Complete necessary assessments to support all areas of child's development.
- C. Complete Family Self-Sufficiency Scale with each family on an ongoing basis and assist family in establishing/working towards goals.
- D. Plan and carry out two monthly socialization experiences for Home Base families including:

Timing based on child's needs and parent's schedules
Focus on parent-child interactional activities
Flexible activity scheduling
One theme-several activities/materials for different age groups
Language/literacy activity at each session
Cultural activities (e.g. music, art)
Flexible environment (use of barriers, open space, strategic placement of toys)
Sleeping opportunities/equipment (EHS only)
Feeding/food preparation opportunities (formula, strained foods, finger foods, solids)
Space for diapering/toileting
Selection of space (in family's home, neighborhood; consistent place)
Child care for older siblings
Staffing (group leader, home visitor, volunteers, parent/child aids, parents)
Recruitment (home visitors, other parents, other agencies)

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Creatively appeal to busy parents (e.g. dinner, meet TANF or child welfare requirements)

Transportation (bus v. van, cabs, home visitor as chauffeur, tokens)

- E. Will participate in the planning and implementation of a transition plan for child/family when child reaches 30 months of age. Will support child/family in transition process following written transition procedures.

EDUCATION/EXPERIENCE

Required: High School Diploma or GED.

Preferred: Experience teaching in an early childhood arena in addition to educational certification.

REQUIREMENTS

- Physical ability to interact with children on their level.
- Physical ability to stand, sit on floor, stoop, run and play with young children as well as lift and carry them, if needed.
- May be asked to bus monitor or prepare meals for large groups of children/adults.
- Ability to work independently, with others and as a team member.
- Ability to read, write, and complete forms using necessary math.
- Accurate and timely recordkeeping.
- Computer skills.
- Some night meetings and/or home visits.
- Available for occasional evening/weekend work.
- Must be able to attend some evening and/or weekend meetings.
- Some overnight travel.
- Must pass criminal records and Child Abuse/Neglect checks.
- Physical and tine test (TB) immediately upon employment. Obtain yearly TB test and a physical every other year.
- Maintain and update CPR/First Aid certification.
- Own or access to insured transportation. Ability to transport self to training events, meetings, and other work sites as needed.
- Acquire Class E (chauffeur's license) within 90 days of hire.
- Must be able to lift up to 50 pounds.
- Must be able to stoop, bend, sit, and stand for extended periods of time.
- Commitment to the agency mission, vision and values.
- Follow Personnel and Fiscal Policies and Procedures.
- Confidentiality, tact and discretion in dealing with people.

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QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: 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.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature

Date

Employee Print Name: _____

Supervisor Signature

Date