



North Idaho College

Classroom Aide Job Description

Job Title:	Classroom Aide	Location:	Center
Department:	Head Start	Reports To:	Supervisor
Division:	Central Office	Pay Grade:	
FLSA Status:	Non-Exempt		

SUMMARY

In conjunction with the North Idaho College Head Start mission, 5 year goals and in compliance with all local, state and federal regulations the Classroom Aide under general direction assists the Classroom Teacher with implementing a comprehensive child development program.

Position Description

This list includes, but is not limited to the following:

- Maintains a positive, helpful, constructive attitude and work relationship with supervisor, staff, families and the community.
- Assist in maintaining a safe, clean, healthy, and organized learning environment.
- Participate in ensuring active supervision of all children in the classroom.
- Assist in planning and implementing classroom curriculum and learning experiences, with the classroom team
- Support the development of relationships between children and their families through involvement in the program.
- Conduct classroom hours each week per center model. Attendance is mandatory for teaching staff during classroom hours.
- Support early childhood education in the classroom.
- Support individual children in meeting their basic developmental needs, including, feeding and toileting
- Participate in internal program committees, including but not limited to, planning and/or operations committees and task forces as interested and available and approved by the program Director.
- Participate in professional development opportunities to ensure up-to-date, quality services to children and families.
- Participate as part of the center team to ensure efficient center operations
- Perform other duties as assigned by supervisor.
- Plan work time to meet the center operations schedule, knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.

REQUIRED MINIMUM QUALIFICATIONS

The requirements listed below are representative of the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

Education

Level I: High School Diploma or GED

Experience

Experience as a staff or volunteer in a preschool classroom, with preference given to Head Start experience.

Knowledge, Skills and Abilities

- Strong interpersonal skills and the ability to work with people from diverse ethnic, cultural and linguistic backgrounds.
- Positive approach to Early Childhood Development programs, health and social services.
- Working knowledge of commonly used computer software programs including data collection systems.
- Demonstrate professional ethics and confidentiality.
- Represent the Head Start program in the community and with other professionals, positively and with professionalism.



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Licenses, Registrations and Certification

- Register with Idaho STARS and participate in the professional development system.
- Meet all training and certification requirements for childcare licensing and Head Start Program Performance Standards.
- Maintain current Infant/child & Adult CPR and First Aid.
- Meet terms of Statement of Agreement/ Employment Declaration.
- Pass an enhanced criminal background check including fingerprinting, as required by Head Start Program Performance Standards and Child Care Licensing requirements, prior to first day of work.

Work Environment

- Work in a variety of environments including shared office space and classrooms.

Physical Demands

The physical demands & work environment described here are representative of those that must be met or are encountered by an employee in the normal course of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to walk; sit; reach with hands and/or arms and stoop, kneel, crouch, climb or crawl. bend, push and pull as well as able to lift up to fifty (50) pounds on an occasional basis and twenty (20) pounds regularly.
- Regularly required to use fingers and hands to handle materials.
- Able to get in and out of a car and navigate entrance and exit of centers, and public buildings.

I, _____ have read this job description and understand its contents.
(print your name here)

Employee's Signature

Date