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| **Job Title:** | **Classroom Aide** |
| **Department:** | **Child & Family Development** |
| **Reports to:** | **Teacher** |
| **Level:** | **CAP** |
| **Supervises:** | **N/A** |
| **FLSA Status:** | **Non-Exempt** |
| **Prepared by:** | **Site Manager** |
| **Date:** | **April 15, 2021** |
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| **Purpose:** To promote school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social, and other services to enrolled children and families. | |
| **Position Objectives:**   * Comply with and utilize the Head Start Program Performance Standards, Head Start Act, State of Michigan Child Care Center Licensing Rules, the Early Childhood Standards of Quality for Pre-Kindergarten, GSRP Implementation Manual (GSRP funded), Great Start to Quality, Program Procedure Manual Guidance, 5 Year Grant, USDA/CACFP/MDE Requirements, and NMCAA Personnel Polices. * Act in a manner that is conducive to the welfare of children. * Assist in ensuring the facilities are conducive to the welfare of children. * Ensure appropriate care and supervision of children at all times. * Assist in administering day-to-day operations. * Team with staff to administer day-to-day operations. * Team with staff in the planning and implementation of classroom activities. * Oversee food service operations. * Shop for groceries. * Able to transport food in personal vehicle from vendor to site, as needed. * Commitment to making progress toward program goals on an ongoing basis. | |
| **Essential Functions:**  ***Eligibility Recruitment Selection Enrollment & Attendance***   * Team with HS Recruitment and Health Specialist to recruit eligible children. * Participate in orientation for each newly enrolled child as assigned.   ***Education and Child Development***   * Provide a developmentally appropriate classroom environment using the Creative Curriculum, School Readiness goals, Early Learning Outcomes Framework, Classroom Assessment Scoring System (CLASS), and Preschool Quality Assessment (PQA). * Provide clear behavioral expectations and use effective methods to prevent and redirect behavior using Conscious Discipline guidelines. * Utilize the Classroom Support Plan to identify a course of support for challenging behaviors. * Must adhere to the NMCAA Early Childhood Guidance Policy and NMCAA Child Development Programs Code of Conduct. * Assist with NMCAA substitute responsibilities.   ***Health***   * Team with staff to provide a safe and healthy classroom environment utilizing provided checklists to monitor compliance, including the Safe Environment Checklist. * Team with staff in developing, sharing, and implementing emergency procedures and safety protocols. * Team with staff in developing, sharing, and implementing appropriate Active Supervision practices to keep children safe during all activities, including indoor and outdoor supervision of children at all times. * Follow plans for specific health care needs and food allergies, including administration of medication procedures. * Maintain procedures and systems to ensure children are only released to an authorized adult. * Submit appropriate reports concerning incident, accident, injury, illness, death, and fire occurrences. * Ride the bus when needed to meet State of Michigan Licensing Rules for Child Care Centers and Head Start Program Performance Standard requirements. * Follow requirements for handwashing procedures, communicable disease reporting, and the Cleaning, Sanitizing, and Disinfecting Guidance. * Follow the Staff and Volunteer Mandated Reporting Policies. * Support mental health plans put into place by mental health professionals for the children. * Follow USDA/CACFP/MDE and Head Start nutrition guidelines. * Assist with the transfer of food from a vendor, as needed. * Prepare and serve food for family style meals in the classroom(s). * Maintain a clean, sanitized, and orderly prep area according to Head Start Program Performance Standards, State of Michigan Licensing Rules for Child Care Centers, USDA, and program guidance. * Sit with the children during mealtimes, share the same menu, and engage them in conversations when needed. * Follow allergy and food substitution instructions, as needed.   ***Family and Community Partnerships***   * Develop relationships with school and food service personnel. * Encourage and mentor families to participate in their child’s education. * Partner with the team to build collaborative partnerships with families to establish mutual trust and identify family goals, strengths, necessary services, and other support.   ***Services for Children with Disabilities***   * Ensure individualizing based on IEP goals is carried out when engaging children.   ***Record Keeping***   * Use provided guidance and checklists, including the What’s Due When, regarding due dates and timelines. * Take food temperatures and record them on the menu using a blue pen. * Perform basic math, document expenditures, and manage food budget. * Use provided guidance and checklists regarding due dates and timelines. * Complete and maintain accurate food service supply inventory. * Complete the food allotment and procurement forms. * Refer to the USDA section of Weebly for guidance.   ***Personal and Professional***   * Maintain professional and personal confidentiality. * Utilize the payroll system to meet employment requirements. * Attend all required trainings and meetings on time, prepared and ready to participate. * Maintain an Employee Center File, including employee health requirements. * Participate in professional growth opportunities, including obtaining at least 16 hours of training each year, following Head Start, State of Michigan Child Care Licensing, and Great Start to Quality requirements. Maintain up-to-date records on MiRegistry. * Implement new ideas using supervisory/coaching feedback. * Adhere to established work schedule with the understanding that flexibility is necessary to meet all assigned job requirements. * Report to LARA within 3 business days after an arraignment or conviction of 1 or more crimes as described in the State of Michigan Licensing Rules for Child Care Centers. * Perform other related duties as assigned by supervisor. | |
| **Measured by:**   * The accuracy and timeliness of completed work. * The quality of services provided. * Cooperation and feedback from families and colleagues. * The ability to represent NMCAA professionally in service to families and the larger community. * Performance in job duties in accordance with agency policies and procedures * Adheres to NMCAA employee performance review expectations based off the Cornerstones of Culture, Working Habits, Job Performance, and Personal Goals. | |
| **Minimum Education:**   * High school diploma or GED preferred.   **Additional Qualifications Required:**   * Must be 18 years of age or older. * Pass a comprehensive background check. * Ability to meet the State of Michigan and federal health requirements (medical clearance, mental wellness, and TB examination). * Be suitable to meet the needs of children. | |
| **Minimum Experience:**   * Experience working in a team environment. | |
| **Essential Abilities:**   * Demonstrate sensitivity and understanding when working with children and families. * Commitment to the NMCAA Mission and Vision. * Commitment to the Program Philosophy. * Adhere to and promote the Cornerstones of Culture. * Maintain confidentiality. * Interact positively with colleagues and clients in a non-judgmental, tactful, and courteous manner. * Ability to work openly and cooperatively as a team member. * Willingness to seek further training and education. | |
| **Minimum Skills Required:**   * Effective written and verbal communication skills. * Basic computer skills and experience with internet access, web-based software, and email. Working knowledge of office equipment. * Basic math and budgeting skills. | |
| **Minimum Physical Expectations:**   * Physical activity that requires lifting of 50 lbs. or more. * Physical activity that requires bending, stooping, reaching, climbing, kneeling and/or twisting. | |
| **Minimum Environmental Expectations:**   * Possible exposure to blood and bodily fluids or tissues. * Possible exposure to communicable diseases. * A moderate amount of driving is required. | |