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| **Job Title:** | **Center Assistant** |
| **Department:** | **Child & Family Development** |
| **Reports to:** | **Lead Primary Teacher** |
| **Grade:** | **CA** |
| **Supervises:** | **N/A** |
| **FLSA Status:** | **Non-exempt** |
| **Prepared by:** | **Katherine Kwiatkowski** |
| **Date:** | **March 4, 2021** |
| 52 weeks/40 hours a week/ Full Time | |
| **Purpose:** To provide relational learning at EHS Centers to promote school readiness by enhancing the social and cognitive development of children through the provision of education, health, and nutritional, social, and other services to enrolled children and families. | |
| **Position Objectives:**   * Team with staff to administer day-to-day operations. * Team with staff in the planning and implementation of classroom activities. * Assist in the overall care and supervision of children. * Oversee food service operations. * Shop for groceries * Able to transport food in personal vehicle from vendor to site, as needed. | |
| **Essential Functions:**  ***Eligibility Recruitment Selection Enrollment & Attendance***   * Team with Family Services Specialist to recruit eligible children. * Participate in orientation for each newly enrolled child as assigned by supervisor.   ***Education and Childhood Development Program Services***   * Utilize the Head Start Program Performance Standards, Head Start Act, NMCAA Head Start Program Plan, State of Michigan Licensing Rules for Child Care Centers, and Program Procedure Manual to ensure program requirements are being met. * In the absences of teaching staff, provide primary caregiving duties. * In collaboration with classroom staff, provide a developmentally appropriate classroom environment using the Creative Curriculum for Infants, Toddlers, and Twos, School Readiness goals, and Early Learning Outcomes Framework. * Provide clear behavioral expectations and use effective methods to prevent and redirect misbehavior using Conscious Discipline guidelines. * Utilize program protocols to identify a course of support for guiding behaviors. * Must adhere to the NMCAA Head Start/GSRP Guidance Policy and NMCAA Program Philosophy * Assist in completing child screenings and developmental assessments, as assigned by the Lead Primary Teacher.   ***Health Program Services***   * Provide a safe and healthy classroom environment using the State of Michigan Licensing Rules for Child Care Centers, Great Start to Quality, the Head Start Monitoring Protocol, and CLASS as guidance. * Follow mandated child abuse and neglect reporting procedures. * Follow requirements for universal precautions for handwashing, and cleaning and sanitizing guidance and disinfecting procedures. * Responsible for general indoor and outdoor center cleanliness as directed by supervisor. * Follow USDA, State of Michigan Licensing Rules for Child Care Centers and Head Start nutrition guidelines. * Record food service in accordance to CACFP regulations. * Assist with the transfer of food from a vendor, as needed. * Work with the Site Coordinator to create nutritious, balanced menus that follow USDA and Head Start Program Performance Standard guidelines. * Prepare and serve food for family style meals in the classroom(s). Refer to the Nutrition Manual for guidance. * Take food temperatures and record them on the menu using a blue pen. * Maintain a clean, sanitized, and orderly prep area according to Head Start, State of Michigan Licensing Rules for Child Care Centers, and USDA and program guidance. * Sit with the children during snack and mealtimes, share the same menu, and engage them in conversations when needed. * Follow allergy and food substitution instructions, as needed. * Follow on-demand sleep and eating patterns for infants. * Support mental health plans put into place by mental health professionals for the children.   ***Family and Community Engagement Program Services***   * Provide daily written communication to parents as required by State of Michigan Licensing Rules for Child Care Centers. * Encourage and mentor families to participate in their child’s education. * Assist teachers to build collaborative partnerships with families to establish mutual trust and identify family goals, strengths, necessary services, and other support. * Assist teacher in educating families about developmentally appropriate expectations for infants and toddlers.   ***Additional Services for Children with Disabilities***   * Ensure individualizing based on IFSP/IEP goals is carried out when engaging children.   ***Program Management and Quality Improvement***   * Attend all required trainings and meetings and maintain an Employee Center File which includes CPR, First Aid, Blood Borne Pathogens, and State of Michigan Licensing Rules for Child Care Centers (Safe Sleep, etc.) training requirements. * Participate in professional growth opportunities. * Implement new ideas using supervisor’s feedback.   ***Financial & Administrative Requirements***   * Perform basic math, document expenditures, and manage food budget. * Complete and maintain accurate food service supply inventory. * Complete the food allotment and procurement forms. * Support the completion and submission of in-kind documentation within specified timelines.   ***Other Requirements***   * Perform other related duties as assigned by supervisor. * Adhere to established work schedule with the understanding that flexibility is necessary to meet all assigned job requirements. | |
| **Measured by:**   * The accuracy and timeliness of completed work. * The quality of services provided. * Cooperation and feedback from families and co-workers. * The ability to represent the agency professionally in service to families and the larger community. * Performs job duties in accordance with agency policies and procedures. | |
| **Minimum Education:**   * Child Development Associate credential (CDA) with a focus on infant and toddler development   **Additional Qualifications Required:**   * Must be 18 years of age or older. * Ability to meet the State of Michigan and Federal Bureau of Investigation background check requirements. * Ability to meet the State of Michigan and federal health requirements (medical clearance, mental wellness, and TB examination). * Exhibit good moral character per the definition in Licensing Rule for Childcare Centers. | |
| **Minimum Experience:**   * Prior experience working with low income/at risk families. * Strong teamwork skills which balance team and individual responsibilities. * Experienced in working collaboratively with community members. | |
| **Essential Abilities:**   * A commitment to the NMCAA Head Start philosophy, mission, and Cornerstones of Culture. * Ability to maintain confidentiality. * Ability to interact positively with staff and parents in a non-judgmental, tactful, and courteous manner. * Ability to suggest innovative approaches in completing job responsibilities. * Ability to work openly and cooperatively as a team member. * Ability to perform physical tasks to carry out specific job duties. * Ability to interact positively with co-workers and clients in a non-judgmental, tactful, and courteous manner. | |
| **Minimum Skills Required:**   * Possess skills that include written and verbal communication abilities, decision making, time and stress management and strong observation abilities. * Basic computer skills with experience in internet access, web-based software, e-mail and working knowledge of office equipment. * Strong organizational skills with the ability to plan, organize, prioritize in order to work efficiently and effectively. * Willingness to seek further training and education. * Willingness to adhere to the NMCAA Head Start/GSRP Guidance Policy and implement positive behavior guidance techniques. | |
| **Minimum Physical Expectations:**  Physical activity that often involves or requires the following:   * Keyboarding, sitting, phone work and filing. * Car travel. * Lifting up to 50 lbs. * Bending, stooping, reaching, climbing, kneeling, and/or twisting, and prolonged periods movement throughout the center and between classrooms. * Pushing and/or pulling over 25lbs. but not more than 50 lbs. | |
| **Minimum Environmental Expectations:**   * Possible exposure to blood and bodily fluids or tissues. * Possible exposure to communicable diseases. * Exposure to potential traffic dangers and varying weather conditions when conducting work related travel. | |