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| **Job Title:** | **Center Assistant** |
| **Department:** | **Child & Family Development** |
| **Reports to:** | **Family & Center Specialist** |
| **Grade:** | **CA** |
| **Supervises:** | **N/A** |
| **FLSA Status:** | **Non-exempt** |
| **Prepared by:** | **Katherine Kwiatkowski** |
| **Date:** | **October 3rd, 2022** |
| 52 weeks/40 hours a week/ Full Time  |
| **Purpose:** To provide relational learning at Early Childhood Centers to promote school readiness by enhancing the social and cognitive development of children through the provision of education, health and nutrition, 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.
* Team with staff to administer day-to-day operations.
* Team with staff in the planning and implementation of classroom activities, substitute in the classroom as needed.
* Act in a manner that is conducive to the welfare of children.
* Commitment to making progress toward program goals on an ongoing basis.
* Assist in ensuring the facilities are conducive to the welfare of children.
* Ensure appropriate care and supervision of children at all times.
* Carry out and oversee the nutritional component of programming and food service operations.
* Meal planning, purchasing and budgeting, preparation of food experiences and special food requirements for individual children.
* Able to transport food in personal vehicle from vendor to site, as needed.
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| **Essential Functions:*****Eligibility Recruitment Selection Enrollment & Attendance*** * Team with staff to recruit eligible children.
* Participate in orientation for each newly enrolled child as assigned by supervisor.

***Education and Childhood Development Program Services**** In the absence of teaching staff, provide primary caregiving duties and substitute in HS/EHS classrooms as needed.
* In collaboration with classroom staff, provide a developmentally appropriate classroom environment using the Creative Curriculum, School Readiness goals, and Early Learning Outcomes Framework (ELOF), 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 program protocols to identify a course of support for guiding behaviors.
* Must adhere to the NMCAA Early Childhood Guidance Policy and NMCAA Child Development Programs Code of Conduct.
* Assist in completing child screenings and developmental assessments, as assigned.

***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, Head Start Program Performance Standards monitoring protocols, CLASS, and provided checklists to monitor compliance, including the Safe Environment Checklist.
* Follow the Staff and Volunteer Mandated Reporting Policies.
* 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.
* Maintain procedures and systems to ensure children are only released to an authorized adult.
* Responsible for general indoor and outdoor center cleanliness as directed by supervisor.
* Submit appropriate reports concerning incident, accident, injury, illness, death, and fire occurrences.
* Team with staff in developing, sharing, and implementing emergency procedures and safety protocols, including specific health care needs, food allergies, and administration of medication procedures.
* Support mental health plans put into place by mental health professionals for the children.
* Create nutritious, balanced menus that follow USDA/CACFP/MDE, State of Michigan Licensing Rules for Child Care Centers, and Head Start Program Performance Standard guidelines, including allergy and food substitutions, as needed.
* Maintain a clean, sanitized, and orderly food prep area according to Head Start Program Performance Standards, State of Michigan Licensing Rules for Child Care Centers, and USDA and program guidance.
* Follow the requirements for universal precautions, handwashing, cleaning and sanitizing guidance and disinfecting procedures.
* Prepare and serve food for family style meals in the classroom(s). Refer to the Nutrition Manual for guidance.
* Follow on-demand sleep and eating patterns for infants.
* Record food service in accordance to CACFP regulations.
* Take food temperatures and record them on the menu using a blue pen.
* Assist with the transfer of food from a vendor, as needed.
* Sit with the children during snack and mealtimes, share the same menu, and engage them in conversations when needed.

***Family and Community Engagement Program Services**** Provide daily written communication to parents as required by the 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 teachers in educating families about developmentally appropriate expectations for children.
* Develop relationships with school and food service personnel, when applicable.

***Additional Services for Children with Disabilities**** Ensure individualization based on IFSP/IEP goals is carried out when engaging children.

***Program Management and Quality Improvement**** Attend all required training and meetings on time, prepared and ready to participate, 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, including obtaining at least 24 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 supervisor’s feedback.
* Maintain professional and personal confidentiality.

***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.
* Use provided guidance and checklists, including the What’s Due When, regarding due dates and timelines.
* Utilize the payroll system to meet employment requirements.

***Other Requirements**** Perform other related duties as assigned by supervisor.
* Adhere to an 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.
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| **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.
* Performs 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.
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| **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.
* Be suitable to meet the needs of children.
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| **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.
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| **Essential Abilities:*** A commitment to adhere and promote the NMCAA Head Start philosophy, mission, and Cornerstones of Culture.
* Ability to maintain confidentiality.
* Ability to interact positively with staff and families 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.
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| **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.
* Basic math and budgeting skills.
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| **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.
* Standing, 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.
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| **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.
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