

Position Description  
Exempt/Non-Exempt  
Revised 10/30/2018  
Reports to: Center Director/Educational Leader



ARVAC, Incorporated  
Program Aide

Introduction: Under the general direction of the Center Director/Educational Leader, with support from the Teacher, the Program Aide shares responsibility for a classroom when the HS Teacher, EHS Teacher, or Assistant teacher is absent. S/he works collaboratively with the teacher, family members and other staff to achieve positive outcomes for children of all abilities in the HS Teacher, EHS Teacher, or Assistant Teacher's absence.

Responsibilities:

This position serves as an aide for a Head Start classroom with a direct focus on children 3 to 4 years of age. The Program Aide will work collaboratively with one other teacher to ensure the successful operation of a classroom with a total of 14 to 20 children. This position is "as needed" and will be called upon when coverage is needed in the classroom at various locations throughout the county.

**Essential Job Responsibilities:**

The Program Aide's responsibilities chiefly fall within the following core functions, although s/he may perform other tasks as needed:

- Following the curriculum as scheduled during the time of coverage.
- Planning and implementing learning experiences that advance the intellectual and physical development of children, including improving the readiness of children for school by developing their literacy and phonemic, print, and numeracy awareness, their understanding and use of language, their understanding and use of increasingly complex and varied vocabulary, their appreciation of books, and their problem solving abilities.
- Establishing and maintaining a safe, healthy learning environment, including maintaining required adult-child ratio and proper supervision of children at all time.
- Supporting the social and emotional development of children and using "positive guidance" approaches to dealing with challenging behaviors
- Interacting with children in an appropriate and supportive manner.
- Encouraging the involvement of the families of the children in a Head Start program and supporting the development of relationships between children and their families
- Working effectively with other teacher(s) in the assigned classroom and center.
- Following all ARVAC, Inc. policies and procedures related to health, safety, nutrition, and other aspects of center operations.

- Ensuring adherence to assigned schedule by reporting to work on time and communicating proactively with Center Director and Center Operations Coordinator in the event of any changes to schedule.

Qualifications:

*All team members are expected to be technically competent and committed to continuous development of their skills. The following skills, knowledge, education, or certifications are specifically required for this position:*

Requirements:

Education: High School Diploma or equivalent required. CDA or Degree in Early Childhood Education or related field preferred.

Personal Qualifications: as required in Part 407: Licensing Standards for Day Care Centers, emotional maturity, willingness to cooperate with the aims of the program, respect for children and adults, flexibility, patience, good personal hygiene, and physical and mental health which does not interfere with responsibilities.

Other Requirements: Able to lift a child weighing 40 pounds, 20 times a day if needed. Basic computer literacy in email usage, word processing and internet navigation. Pass physical examination and all Head Start/licensing required background checks. Maintain current Physical/TB screen requirements. Travel required locally or long-distance up to 10% of the time for work-related meetings and functions.

ADA Requirements (Essential Functions)

Physical Requirements\*

Sitting	1-2 hours/day
Standing	6-8 hours/day
Driving	1-2 hours/day
Walking	4-6 hours/day
Use of telephone	1-2 hours/day
Working under pressure	3-5 hours/day
Working rapidly for long periods	4-6 hours/day
Use of keyboard, computer, printer, fax, copier	2-3 hours/day

Position requires close work; finger dexterity; good vision, hearing, oral communication and critical thinking on a regular basis. May occasionally work longer than 8 hours/day.

Cognitive or Mental Requirements:

The following cognitive or mental requirements are necessary on a daily basis: Critical thinking; Reading; Writing; Mathematics; Accounting Practices, Drawing conclusions from written or computer generated materials; Analyzing data or report information; Creating methodologies for accomplishing a goal; Conducting research; Implementing recommendations by coordinating persons and/or other resources; Developing plans, procedures, goals, strategies, or processes; Directing activities of others to accomplish a goal; Clear verbal articulation. Successful experience working in a team setting;

Additional Requirements:

Ability to present a positive image of the organization to members of the community; Visual and auditory acuity within professionally determined normal ranges, with correction if need; Manual dexterity sufficient to operate a computer and office equipment, including, but not limited to, the telephone, fax machine, copier, and tape recorder; Must be able to travel; Must be able to enter and exit a vehicle without assistance, and withstand exposure to adverse weather conditions;

Working Environment Indoors, standing for majority of the day. Possible exposure to blood and bodily fluids or tissues; Possible exposure to communicable diseases; Job requires standing for long periods of time, as well as stooping, squatting, and running; A moderate amount of driving is required.

Additional Notes

This job description is only a summary and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employer. This document is subject to change at any time.

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Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date