

EASTERN IDAHO COMMUNITY ACTION PARTNERSHIP JOB DESCRIPTION

Position Title: EHS Center Aide
Department: Early Childhood Programs HS/EHS
Supervisor: Center Manager
Position Status: Non-Exempt, 25-29 hours/week, or
Non-Exempt, 40 hours/week
Starting Wage: Grade
Last Reviewed: November 2021

POSITION SUMMARY

This position is responsible for the implementation of comprehensive direct services to children and families. The Teacher's Aide will partner in providing a supportive, safe, and enriched learning environment. They will also provide an atmosphere that promotes and reinforces parental involvement in the classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Child Contact Time

1. Focus on the interests, strengths and needs of all children in the class, including those who are at risk, those with special needs, those who are gifted, and those who are culturally diverse. Promote a respectful, sensitive and pro-active approach to each child and his or her family.
2. Promote social competence, foster emotional health, enhance physical growth, and increase cognitive skills of each child in the class, with particular emphasis on literacy. Uses multi-cultural and anti-bias materials in the classroom and use positive guidance methods at all times.
3. Adhere to agency policies regarding confidentiality and standards of conduct at all times.
4. Respond appropriately to crisis or emergency situations that may occur. If necessary, provide First Aid or CPR, prevent the spread of blood borne pathogens, and access emergency services as needed.

Curriculum Development

5. Follow a consistent schedule, choice time, music and movement, large and small motor activities, skill development, sensory activities, meals, and effective transitions between activities.

Collaborative Service Delivery/Home Visits

6. Participate in regularly scheduled meetings with classroom team to plan activities.
7. Coordinate with central office Advisors and develop a collaborative approach that benefits all children in the classroom and meets needs as specified on the individual plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Written Documentation

8. Maintain written records, such as contact logs meals and other required forms.
9. Adhere to CACFP meal pattern requirements.

Miscellaneous

10. Attend meetings, trainings, and appropriate professional development activities.
11. Assure general maintenance and security of facility and assist with inventory.
12. As an employee of EICAP you will assume the responsibility of understanding your role in accomplishing the strategic goals and performance measures of the Agency.

13. Perform other related duties as may be assigned such as diapering, bottle making, feeding, and food prep.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High school diploma or Equivalency Degree (GED) and
- CDA in Infant and Toddler preferred. (If you accept employment with EICAP Head Start you will be required to begin the process of obtaining your CDA immediately. You will be given 12 months from the date of hire to complete).
- AA in Early Childhood Education, desired
- Recent experience with children aged birth to three preferred.

SKILLS and ABILITIES:

Language Skills: Ability to read and interpret general business procedures. Ability to write reports and business correspondence. Ability to communicate effectively in English in both oral and written form. Excellent listening skills are required. Bi-lingual skills, (including speaking, writing, and reading Spanish), is an asset.

Mathematical Skills: Ability to apply basic concepts of mathematics. Ability to calculate and apply figures and amounts such as fractions, percentages, and proportions to practical situations.

Reasoning Ability: Ability to interpret and apply commonsense understanding in order to carry out instructions furnished in written, oral, diagram, or schedule form. Ability to solve practical problems and deal with a variety of work situations within the scope of the job.

OTHER SKILLS and ABILITIES

- Knowledge of behaviors of children birth to three.
- Knowledge of CACFP food program and serving requirements.
- Working knowledge of available community resources and Head Start Performance Standards.
- Ability to adapt curriculum to meet the needs of all the children.
- Ability to work at a rapid pace in a hectic environment.
- Proficiency in the use of computer and all common office machines required.
- Ability to work with specific computer software, including word processing and spread sheet programs.
- Adequate typing skills are necessary for this position.

CERTIFICATES, LICENSES, and REGISTRATIONS

- Must acquire and maintain appropriate childcare licensing.
- Must have a valid Idaho driver's license, and have reliable transportation with proof of current automobile insurance.
- Successful completion of a criminal background check, physical exam and Tuberculosis (TB) screening required.

- Must possess current CPR and First Aid certification, or be able to re-certify within 90 days of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must have adequate physical ability to move quickly in order to respond to active children that may need redirection to ensure their safety or the safety of others in the environment; is regularly required to sit, talk or hear; is frequently required to use hands to handle objects, and to stand, walk, and reach with hands and arms; also to stoop, kneel, bend, and sit on the floor.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical equipment. The noise level in the work environment is usually moderate. The employee may occasionally be exposed to biohazards and/or hazardous chemicals; appropriate personal protective equipment must be worn at such times.

Eastern Idaho Community Action Partnership is an EEO employer.

My signature below indicates that I have read this job description and understand the requirements of the position and am able to perform the essential functions of the job as outlined.

Employee's Signature

Date