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|  | Classroom Aide Employee Job Description / Physical Requirements and Potential Hazards | |
| Supervisor: Child Development Coordinator FSLA Status – Non-Exempt | Effective Date: 1/18/17 PC Approval: 1/18/17; 7/25/18 Revised by/date(s) TL 6-21-18 | EEOC code: L & I code: 5308 |

ESSENTIAL JOB FUNCTIONS: The Classroom Aide is responsible for supporting the implementation of the education plan into daily classroom operations and parent involvement activities, and providing child development (CD) staff breaks

1. Provide scheduled breaks for CD staff.
2. Implement classroom management practices to ensure safety and supervision of children at all times, provide positive guidance strategies, and provide a safe and appropriate learning environment.
3. Participate in Home Visits and Family Conferences as requested.
4. Participate in planning a developmentally appropriate curriculum and in implementing activities, including contributing to the development of weekly curriculum plans as requested.
5. Assist CD staff by working with children in small groups and large groups.
6. Assist in the supervision of daily activities of children during indoor and outdoor play periods.
7. Assist with bus transportation as needed.
8. Participate in preparing and maintaining head counts, meal count, child observation notes, health and safety checks, incident/accident reports and other required documentation as required.
9. Encourage parents and community volunteers to take an active part in the classroom and program.
10. Participate in local service team meetings including family reviews, staffings, and IEP/IFSP meetings as requested.
11. Contribute to annual revision of work plans.
12. Perform other duties as assigned.


JOB EXPECTATIONS FOR ALL POSITIONS

Work Environment

1. Maintain confidentiality.
2. Report suspected child abuse and neglect, as per program policies and procedures.
3. Promote active parent involvement in the program.
4. Demonstrate ability to work with a variety of people from various socioeconomic, and educational backgrounds.
5. Develop and maintain accurate records in accordance with program policies and procedures.
6. Promote and follow current program health and safety practices.
7. Participate in development and implementation of center and program's codes of cooperation.
8. Have knowledge of and be responsible for information contained in the program calendar, personal work schedule.

Program

1. Carry out goals, policies and activities designed to implement program objectives and performance standards.
2. Maintain clear communication with program/center staff members to ensure overall improvement and development.
3. Set goals and develop ways to improve program quality.
4. Participate in the conduct of community needs assessments.
5. Serve as liaison between families, center, and community.
6. Be an active participant on a program committee as assigned.
7. Participate in annual program evaluation and planning

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8. All staff will be required to participate in program activities outside of their normal work hours and scheduled work days.

Professional Development

1. Participate in pre- and in-service training.
2. Develop and maintain positive attitudes toward personal development and on-going training.
3. Develop an individual performance/growth plan (with assistance from peers and supervisor).
4. Document trainings and other professional development activities in professional portfolio.

KNOWLEDGE SKILLS AND ABILITY

1. Ability to learn independently and problem solve.
2. Ability to work with people of diverse social economic backgrounds.
3. Ability to maintain confidentiality.
4. Demonstrated skill in using and teaching conflict resolution and negotiation skills.
5. Intermediate computer skills.
6. Knowledge of labor laws.
7. Knowledge of child and family health care which includes preventative, early intervention, health maintenance practices.
8. Excellent communication skills.
9. Ability to step up in absence of CD Staff

QUALIFICATIONS:

Preferred:

CDA or enrolled in a program leading to an AA or BA degree or enrolled in a CDA program to be completed within 2 years.

Required:


Experience working with children ages birth to age five.

ADDITIONAL REQUIREMENTS:

1. Within 30 days of employment date, a health exam verification.
2. By employment date, TB skin test Within three months of employment date, obtain First Aid and Adult/Child CPR cards.
3. Within 30 days of employment date, obtain a Food Handler's Permit.
4. By employment date, satisfactory results from the criminal background check, as required by the Child/Adult Abuse Act.
5. With 7 days of employment date, apply for Portable Background Check through MERIT
6. By employment date, State driver's license, insurable driving record and current proof of auto insurance.
7. Complete BBP and CAN training prior to being with program children and families.

Salary Grade EC 13 -14

Work schedule varies by assignment

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PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position that can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

| | NA | NE | O | F | C |
|------------------------------------|----|----|---|---|---|
| Sitting | | | | X | |
| Walking | | | | X | |
| Standing | | | | X | |
| Running | | | X | | |
| Bending or twisting | | | X | | |
| Squatting or kneeling | | | | X | |
| Reaching above shoulder level | | | X | | |
| Climbing (e.g. ladders) | | X | | | |
| Driving cars, light duty trucks | | X | | | |
| Driving heavy duty vehicles | X | | | | |
| Using foot controls | | X | | | |
| Repetitive motion of hands/fingers | | | X | | |
| Grasping with hand, gripping | | | | X | |



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| | NA | NE | O | F | C |
|--|----|----|---|---|---|
| Lifting/carrying 10-25 pounds | | | X | | |
| Lifting/carrying 26-50 pounds | | | X | | |
| Lifting/carrying more than 50 pounds | | X | | | |
| Pushing/Pulling | | | X | | |
| Work in/exposure to inclement weather | | | | X | |
| Work in/exposure to cold water | | | X | | |
| Exposure to dust, chemicals or fumes | | X | | | |
| Work/live in remote field sites | X | | | | |
| Use of hazardous equipment (e.g. guns, chainsaws, explosives) | X | | | | |
| Work at heights (e.g. towers, poles) | X | | | | |
| Exposure to infection, germs or contagious diseases | | | X | | |
| Exposure to blood, body fluid, or potentially contaminated materials | | | X | | |
| Exposure to needles or sharp implements | | X | | | |
| Use of hot equipment (e.g., ovens) | | X | | | |
| Exposure to electrical current | X | | | | |
| Seeing objects at a distance | | | | X | |
| Seeing objects peripherally | | | | X | |
| Seeing close work (e.g., typed print) | | | | X | |
| Distinguishing colors | | | X | | |
| Hearing conversations or sounds | | | | X | |
| Hearing via radio or telephone | | | X | | |



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| | NA | NE | O | F | C |
|-------------------------------------|-----------|-----------|----------|----------|----------|
| Communicating through speech | | | | | X |
| Distinguishing odors by smell | | | X | | |
| Distinguishing tastes | | X | | | |
| Exposure to wild/dangerous animals | X | | | | |
| Exposure to insect bites or stings | | X | | | |
| Work/travel in boat/small aircraft | X | | | | |
| Exposure to aggressive/angry people | | | X | | |
| Other: | | | | | |
| Other: | | | | | |

Other physical or mental requirements of this position that have not been addressed above?

I have read, understand and am able to perform the essential job functions; and physical requirements and potential hazards of this position with or without reasonable accommodation.

Employee Signature

Date