

Program Aide



Department: Early Care and Education

FLSA Status: Non-Exempt

Reports to: Education Supervisor

Date: April 2018

Position Summary:

The Program Aide is responsible for assisting in the delivery of education and nutrition services. This includes bathroom and diapering, tooth brushing, and kitchen duties as necessary. This position assists in maintaining clean and safe indoor and outdoor environments.

Essential Functions:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist teachers in classroom routines
- Assist teachers in maintaining clean and safe indoor and outdoor learning environments
- Assist with implementation of lesson plans
- Assist with administering snacks and meals to children
- Ensure compliance with Bauer Policies, State Licensing, and Head Start Program Performance Standards
- Attend twice-monthly staff meetings, monthly Professional Development Days, quarterly All-Agency meetings, and annual Pre-Service

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

Education/Certification/Licensure:

- High School diploma or equivalent

Experience Required:

- 1-2 years child care experience preferred
- Valid driver's license

Knowledge and Skills Required:

- Commitment to serving children and families in poverty with the highest quality services
- Willingness to learn and apply new knowledge
- Strong communication skills, both written and verbal
- Basic math skills
- Ability to document worktime in web-based system
- Problem solving skills
- Ability to fluently communicate in Spanish is a plus

Physical Requirements:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones, and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

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Working Conditions:

- Work is considered active and performed mainly in a pleasant school environment with rare exposure to environmental factors.
- Minimal safety hazards with general school working conditions.

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The Organization reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the Organization in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the Organization. Position descriptions are not intended as and do not create employment contracts. The Organization maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.