

Cen-Tex Family Services, Inc.
Position Description – EHS Classroom Support Assistant

Job Title: EHS Classroom Support Assistant
Department: Early Head Start Program
Reports To: Classroom Teacher or Site Director, as indicated
FLSA Status: Non-Exempt
Classification: Full time, Full year
FTE Grade/Range: Grade 3, 100% FTE = \$18,928 - \$29,341
Hourly rate = \$9.10 - \$14.11
Prepared Date: Approved 1/10/12

SUMMARY

The EHS Classroom Support Assistant is responsible for providing temporary care to a group of infants, and toddlers in a center-based setting, in the absence of the regular Classroom Teacher.

ESSENTIAL DUTIES

All duties are to be performed in accordance with Head Start Standards, TDFPS Minimum Standards, Child and Adult Care Food Program (CACFP) and Cen-Tex Family Services, Inc. (Cen-Tex) policies and procedures.

Routinely provide for child/staff ratio by providing coverage for Classroom Teachers during their break, lunch and planning time and occasionally provide coverage for absent teachers as needed on a short-term basis.

Work with an assigned group of infants/toddlers; providing age and developmentally appropriate activities and experiences designed for all areas of a child's development. Provide materials that offer a variety of sensory and motor experiences and are concrete, real and relevant to the children and their interests.

Respond quickly and directly to children's needs, desires and verbal and non-verbal messages adapting the response to the children's differing styles and abilities. Relate to infants and toddlers in a calm, caring, nurturing, soothing manner, responding to all cries, babbles and talks, using appropriate child guidance techniques at all times. Stay involved with the children at all times during the day.

Model conversation, manners, clean-up activities, listening, etc. for the purpose of demonstrating appropriate social behavior.

Ensure that appropriate child-staff ratio is met while delivering services and children are supervised at all times. Maintain a safe and secure learning environment for children, both indoors and out during all program hours.

Provide meals and snacks to the children according to their age, development and needs. Feed infants on demand, hold them every time they are fed and share information about their eating to the parents daily. Participate in and assist at toddler meal and snack time following appropriate family style meal services and guiding children in clean-up afterwards.

Assist with maintaining accurate records of daily attendance and meal counts.

Assist with recording observations, assessments and other required documentation for each child's records within established guidelines.

Promote parent involvement in the child's education and well being. Provide guidance for parent and other volunteers.

Provide for health and safety by following procedures for hand-washing, dental hygiene practices, change of bedding, sanitation of toys, and toileting. Provide diapering as required. Assist in toilet training with toddlers in cooperation with parents. Disinfect work area surfaces as needed.

Provide for the safekeeping of center files, supplies and equipment. Ensure confidentiality of agency and family information assigned to position.

Participate as a cooperative team member with coworkers and supervisor in delivering services to children and families and supporting center operations. Working as a team member includes adapting to changing work priorities and exhibiting tact and patience when working with others.

Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs. In working with others, problem solving is required to identify issues and create action plans.

Report to work at scheduled time and maintain good attendance. Perform all duties in a safe, timely and professional manner. Participate with a positive attitude and behavior in all program activities.

Continue professional growth by participating in classes, training programs, workshops/conferences, as the budget allows.

Provide a positive image to co-workers and the community supportive of the agency's goals and objectives.

Perform other related duties as assigned

SUPERVISORY RESPONSIBILITIES

Supervise and provide direction and guidance to Substitute Teachers and Classroom Volunteers. Communicate with Site Director and Classroom Teacher about related performance concerns and training needs.

QUALIFICATIONS

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be at least 18 years of age as required by the TDFPS Minimum Standards for Child-Care Centers. Must be at least 21 years of age for persons driving a vehicle on agency business, and at least 25 years of age if required to transport children and families served by the agency, as required by agency automobile insurance.

Driving may be required for this position at times as agency needs require. Depending on agency resources, employees may be required to provide private transportation to complete assigned duties. Employees will be reimbursed for approved mileage following the guidelines as set forth in the agency Personnel Policies.

Must be able to pass a criminal history check performed through the Texas Department of Family and Protective Services.

EDUCATION and EXPERIENCE

Preferred Requirements: listed in order of preference

1. Associate, baccalaureate, or advanced degree including at least 6 college courses in early childhood education* and/or child development.* and 2 college courses in business management*.
2. Associate, baccalaureate, or advanced degree including at least 6 college courses in early childhood education* and/or child development.*
* Courses qualify as defined per Head Start and TDFPS
3. Infant/Toddler Child Development Associate (CDA) or equivalent credential and progress toward pursuit of college degree in early childhood education or child development;

One or more years of experience teaching, or assistant teaching 0-3 year old children in a licensed child care center.

Minimum Requirements: High School Diploma or General Education Degree (GED); and at least six months experience teaching, or assistant teaching 0-3 year old children in a licensed child care center. Employees will be required to continue education and obtain any additional training and/or certifications that may be necessary to meet future standards imposed by Head Start, TDFPS or the agency, including CDA certification.

Working knowledge of: personal computers; word processing; Internet access; and email usage. Ability to work independently as well as with a team.

LANGUAGE SKILLS

Preferred Requirements: Bilingual and biliterate skills in Spanish and English.

Minimum Requirements:

Ability to communicate in the following methods in English.

Read and interpret documents such as safety rules, operating and maintenance instructions, directions and safety precaution for product usage, and procedure manuals. Write routine reports and correspondence. Speak effectively before groups of parents or employees of the organization.

Effectively present and receive information one-on-one or group situations.

Use effective listening skills to establish rapport with children and families in a supportive and nurturing manner.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Infant, Child and Adult CPR and First Aid.

Infant/Toddler CDA as applicable.

Driving of agency vehicles may be required for this position at times; therefore, Class C Valid Texas Driver's license, appropriate automobile liability insurance as established by the State of Texas, and an acceptable driving record as established by agency automobile insurance carrier.

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 is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is often required to sit on floor; climb or balance; and bend at the waist, stoop, kneel, crouch, or crawl in order to maintain direct eye contact with children. The employee must be able to repeatedly lift children that may weigh up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee is frequently required to bend at the waist and/or knees (i.e. lifting child from crib; lifting child to place on changing table; lifting to place into high chair), stoop, kneel, or crouch while simultaneously lifting or physically supporting an infant or toddler. Safe lifting practices must be adhered to at all times for employee and child safety.

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 is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate to noisy.

May be exposed to bodily fluids.

Employee will regularly be exposed to cleaning chemicals, including disinfectants and cleansers. Personal protective equipment will be provided.

