

KAWERAK POSITION DESCRIPTION

DIVISION:	Education, Employment and Supportive Services
DEPARTMENT:	Head Start/Early Head Start
JOB TITLE:	Head Start Teacher Aide/Janitor
POSITION STATUS:	Regular, Seasonal, Part-Time
EXEMPT STATUS:	Non-exempt
PAY SCALE GRADE:	6-7-8
REPORTS TO:	Program Specialist

Head Start is a federal program designed to assist children in preparation for formal education in the public school system. The Head Start Teacher Aide/Janitor assists in implementing the Head Start Program Performance Standards, the Head Start Act and following all applicable federal and state licensing regulations. This position is required to meet all Head Start Teacher Aide educational requirements of the program.

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

- 1) Maintain a professional attitude, be responsible, dependable, and demonstrate a commitment to excellence.
- 2) Assist in ensuring compliance with all applicable federal and state regulations including the Head Start Program Performance Standards, the Head Start Act, applicable federal and state licensing regulations, the Child & Adult Care Food Program, and Kawerak agency and Head Start policies and procedures.
- 3) Assist with implementing the Head Start Program Performance Standards, the Head Start Act and following all applicable federal and state licensing regulations.
- 4) Assist the classroom teacher with 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, phonemic, and print awareness, their understanding and use of language, their understanding and use in increasingly complex and varied vocabulary, their appreciation of books, their understanding of early math and early science, their problemsolving abilities, and their approaches to learning.
- 5) Use team approach with parents and staff to develop individualized activities to meet the children's needs.
- 6) Conduct and document observations, and assist with screenings, assessments and completing student checkpoints as required.
- 7) Aid and assist classroom teacher in carrying out daily and weekly duties such as teaching, performing housekeeping chores, preparing for snack or lunch, ensuring that the environment is sanitary and healthy, completing and submitting required paperwork, and maintaining confidential child files and parent signatures.
- 8) Ensure that children are supervised at all times with a one to ten, teacher/teacher aide to student ratio.
- 9) Facilitate Family Style Dining during all meals and snacks served at the center in compliance with CACFP guidelines.
- 10) Assist in conducting two home visits and two parent teacher conferences per year.
- 11) Use appropriate guidance techniques consistent with early childhood education practices.
- 12) Participate in meetings and trainings with staff, parents, community partners, and other professionals as required.
- 13) Work as a team with classroom co-workers, core staff specialists, and assigned family advocate to meet the needs of children and families.
- 14) Read work related emails to communicate with core staff and other co-workers.
- 15) Ensure the health and safety of all children in care, including but not limited to procedures on diapering, toileting, hand washing, suspected child abuse and neglect, illness and communicable disease policies, and indoor/outdoor environment checks.
- 16) Keep facilities in compliance with Head Start performance standards and State and local licensing inspection requirements.
- 17) Share responsibilities by taking the lead for cleaning and minor maintenance of Head Start building and outside play areas. (Daily vacuuming, sweeping, bathroom and furniture sanitation, snow removal, dusting shelves and equipment, washing windows, spot safety checkup.)
- 18) Complete and update an annual professional development plan to meet and maintain education and training requirements.
- 19) Other duties as assigned by the Program Specialist or designee.

QUALIFICATIONS:

- 1) High school diploma or GED and hold a current Preschool Child Development Associate (CDA) credential. If applicant does not have a CDA, must develop a professional development plan that includes submitting a CDA application within 1 year of hire.
- 2) Must be willing to enroll in a child development or early childhood education AA or BA degree program.
- 3) Must be 18 years of age by date of hire.
- 4) Experience working with young children preferred.
- 5) Must possess good oral and written communication skills.
- 6) Must complete and submit a work physical upon hire and every five years after hire.
- 7) Must complete an annual TB screening.
- 8) Current First Aid and Infant/Child (Pediatric) CPR certification. If not current, must be willing to obtain certification within 6 weeks of hire.
- 9) Current State of Alaska Food Worker's Card. If not, must be willing to obtain one within 2 weeks of hire.
- 10) Resident of the community given preference.
- 11) This position is a Covered Position subject to all requirements of the Alaska Barrier Crimes Act AS 47.05.310-47.05.390, 7 AAC 10.900-10.990, and to the Indian Child Protection and Family Violence Prevention Act, 25 USC 3201-3211 (ICPA). A background check clearance is required, including fingerprints, and the employee's name will be submitted to the Background Check Unit of the State of Alaska Department of Health and Social Services and entered into their central registry. Barrier Crimes Act and ICPA requirements apply and must be complied with at all times in order to remain in the position.

Native preference per Public Law 93-638

Approved 8-20-17