

## KAWERAK POSITION DESCRIPTION

DIVISION:	Children and Family Services
DEPARTMENT:	Head Start
JOB TITLE:	Teacher Aide/Janitor
POSITION STATUS:	Part time, Seasonal
EXEMPT STATUS:	Non-exempt
PAY SCALE GRADE:	5-6-7
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 goals, objectives and performance standards of the Head Start Program and follows 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 with implementing the goals, objectives and performance standards of the Head Start Program. Assist with weekly planning and follow the schedule which integrates child health and safety, early childhood development (including teacher directed, child directed, and gross motor classroom activities), cultural activities, child mental health, and family and community partnership to ensure the developmental needs of individual children are met.
- 3) Use team approach with parents and staff to develop individualized activities to meet the children's needs. Conduct observations, screenings, and assessments.
- 4) 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, entering observations online, completing and submitting required paperwork, and maintaining confidential child files and parent signatures.
- 5) Ensure that children are supervised at all times with a one to ten, teacher/teacher aide to student ratio.
- 6) Facilitate Family Style Dining during all meals and snacks served at the center in compliance with CACFP guidelines and parent input.
- 7) Assist in performing home visits and parent teacher conferences per year.
- 8) Use appropriate guidance techniques consistent with early childhood education practices.
- 9) Participate in staff meetings, parent meetings, professional training sessions, and other meetings as needed.
- 10) Read work related emails to share communication with core staff and other co-workers.
- 11) 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, children who are ill, and indoor/outdoor environment checks.
- 12) Keep facilities in compliance with Head Start performance standards and State and local licensing inspection requirements.
- 13) 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.)

14) Must attend required trainings and complete a training plan.

15) Other duties as assigned by the Program Specialist.

#### **QUALIFICATIONS:**

- 1) High school diploma or GED and hold a current CDA (Child Development Associate) credential. If applicant does not have a CDA, must develop a professional development plan that includes submitting a CDA application within 6 months of hire.
- 2) Must be willing to work towards an AA degree in Early Childhood Education.
- 3) Must possess good oral and written communication skills.
- 4) Must complete and submit a work physical upon hire and every five years after hire.
- 5) Must complete an annual TB screening.
- 6) Current First Aid and Infant/Child (Pediatric) CPR certification. If not current, must be willing to obtain certification within 6 weeks of hire.
- 7) Current State of Alaska Food Worker's Card. If not, must be willing to obtain one within 2 weeks of hire.
- 8) Experience in working with young children.
- 9) Resident of the community given preference.
- 10) 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 07/15/2015**