



Rural Alaska Community Action Program, Inc.
JOB DESCRIPTION

Job Title: Teacher Aide **Class:** Non-Exempt
Department: Head Start - Anchorage **Range:** 8
Division: Child Development **Supervisor:** Site Supervisor

JOB SUMMARY: Assists the Teacher or Teacher Director in the overall care, nurturing, and education for a center-based group of young children. Works in partnership with parents and other staff to provide full range of Head Start services to children and families.

This job description in no way implies that these are the only duties to be performed by the employee. Employees may be required to perform any other duties within this or a lower level job upon request of the immediate department or division supervisor. To perform this job successfully, an individual must be able to perform each essential job 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 (please refer to the Human Resources Department for any reasonable accommodations.)

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

1. Ensures compliance with all applicable federal and state sanitation and safety regulations, Child & Adult Care Food Program guidelines, to include traditional foods guidelines, Federal and state regulations, Head Start Performance Standards, agency and Child Development Division Head Start/Early Head Start Policies and Procedures and the Head Start Work Plan.
2. Supports partnerships with parents that are respectful, culturally sensitive, and non-judgmental.
3. Conducts parent-teacher conferences and homes visits with parents and ensures that families' strengths, and needs are identified and addressed.
4. Supports a safe, healthy, nurturing environment for children including using the principles of Active Supervision at all times.
5. Assists classroom teacher with curriculum and lesson planning that respects the needs of individual children. The materials provided will:

- a. Consider the children's interests, disabilities, special talents, and individual style of learning.
 - b. Consider the individual in relationship to their cultural and socioeconomic background.
 - c. Help children to become aware of their roles as integral members of the group.
 - d. Assure children are treated with dignity and respect.
6. Assists with ensuring appropriate documentation of program operations for class assigned including conducting and entering ongoing observations of children, assessing children's developmental levels, and utilizing the results in the planning process through the designated assessment system.
 7. Supports community partnerships for the support of families and children.
 8. Assists volunteers in learning and abiding by program philosophy while working with children.
 9. Participates in weekly staff meetings, regular supervisory meetings and all required training.

OTHER RESPONSIBILITIES:

1. Assists kitchen and janitorial staff as requested by supervisor and as work schedule permits.
2. Develops and maintains constructive and cooperative working relationships with children, families, staff, and others.
3. Assists with the planning and implementation of age and culturally appropriate activities and supervision of an assigned group of children that promotes their social and emotional development.
4. Participates in active supervision strategies of positioning oneself to observe all children; watching, counting, and listening at all times, and using ones knowledge of each child's development and abilities to anticipate their actions and gets involved to give appropriate redirection when necessary.
5. Assists in maintaining classroom in accordance with all applicable health and safety regulations and standards.
6. Performs other duties as assigned.

COMPETENCIES, SKILLS, AND ABILITIES:

1. Ability to read, comprehend, and follow established policies and procedures.
2. Ability to react and respond quickly to children's needs and emergency situations.
3. Provides full attention to what other people are saying and taking time to understand the points being made and asking questions as appropriate.
4. Speaks clearly and communicates information and ideas effectively so others will understand.
5. Reads and understands information and ideas presented in writing, and to communicate information and ideas in writing so others will understand.

6. Possesses sound judgment and decision making abilities to evaluate the relative costs and benefits of potential actions to choose the most appropriate one.
7. Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
8. Ability to manage work time well, prioritize and meet deadlines.
9. Develops and maintains constructive and cooperative working relationships with others.
10. Ability to exercise good judgement, courtesy and tact.
11. Ability to establish a good rapport with people of diverse cultures and belief systems.
12. Demonstrated ability to work effectively in a team environment.
13. Must demonstrate sound judgment, professional boundaries, ethics, and ability to maintain confidentiality.

WORK ENVIRONMENT/JOB CONDITIONS:

1. Agency is a mandated tobacco, drug and alcohol free workplace.
2. Exposure to varied weather conditions during outdoor time including snowy conditions, ability to traverse uneven surfaces.
3. Works in classroom, families' homes, and general office environment.
4. Must be flexible in work schedule to help meet required teacher/child ratios in all classrooms.
5. Uses computers and computer programs effectively to enter data, create spreadsheets and process information, and, develop documents, program and training materials.
6. Develops specific goals and plans to prioritize, organize, and accomplish work.
7. Communicates with others outside the organization, representing the organization to customers, the public, and other external sources in person, in writing, or by telephone or e-mail in keeping with current policies & procedures.
8. Must have the ability to operate the following equipment: desktop computer, telephone, copier, PC printer, and fax machine.

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.

1. While performing the duties of this job, the employee is regularly to grasp, type, see, talk, hear, and lift and carry 40 pounds of weight by utilizing proper lifting techniques and working in a safe manner. This position will also be performing physical activities such as climbing, lifting, balancing, walking, stooping, bending, and handling materials.
2. Occasionally performs sedentary activities that require sitting for long periods and repetitive use of hands, wrists and arms for handling, positioning, moving materials, and manipulating things.
3. Must be in good general health and free from serious physical, mental health and/or substance abuse problems.

4. This job requires the ability to sit on the floor for extended periods with or without back support to conduct group activities and to interact with children at play, and to assist children at rest.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a full-time position. Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m. or hours vary with location. Occasional evening and weekend work may be required as job duties demand

TRAVEL:

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

EMPLOYMENT REQUIREMENTS AND REQUIRED EDUCATION:

1. Must be at least 18 years of age.
2. Must pass Municipality of Anchorage, state and federal background checks, including fingerprints.
3. High School diploma or GED and experience working with young children.
4. Must have, or be willing to earn, a center-based Child Development Associate (CDA); or an AA in Early Childhood Education within two years of the date of hire.
5. Must pursue an ongoing professional development plan including formal training certification or college degree as recommended by the program.
6. Must attend 24 hours of professional development training annually.
7. Must provide a TB screening and basic physical exam within thirty (30) days of hire with follow-up every three (3) years at employee's expense.
8. Must complete and maintain Pediatric CPR and First Aid Training certification at employer's expense.
9. Must obtain Alaska Food Worker's Card within thirty (30) days of hire with follow-up every three (3) years at employer's expense.
10. Must complete a new employee orientation within three months from date of hire.
11. Must complete the State of Alaska Health & Safety requirements within three months from date of hire.
12. Responsible work ethic with reliable attendance.
13. Proven ability and willingness to be self-directed in problem solving and decision-making and perform basic assignment with little or no direct supervision while also working effectively as a team member.
14. Demonstrated intermediate level of computer skills necessary in order to use and create documents and reports, spreadsheets, workshop materials and slide presentations, and to enter data into intricate database programs and proficient use of Microsoft Word, Excel, PowerPoint, Publisher, and Outlook.
15. Must keep all matters concerning participants in strictest confidence as required by HIPAA privacy and the 42 CFR, Part II confidentiality regulations.

16. Must be able to provide own transportation to meet work schedule requirements.

PREFERRED EDUCATION AND EXPERIENCE:

1. AA or BA/BS degree in Early Childhood Education (ECE) or related field.
2. Two to three years of experience working with young children.
3. Fluency in English and native language of community.
4. Knowledge of child development from prenatal to five years of age.
5. Knowledge of parenting and related issues.
6. Experience with Teaching Strategies GOLD, and SharePoint.
7. Head Start experience.

EQUAL OPPORTUNITY STATEMENT (EEO)

RurAL CAP is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, national origin, religion, disability, protected veteran status or any other legal protected status. EOE: M/F/D/V/SO.

Please note: This job description is not designed to cover or contain comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation.

Employee’s signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position. RurAL CAP is an “at-will employer.”

Employee Printed Name: _____ Date: _____

Employee Signature: _____

Created By:
Human Resources

Approved By:
Department Manager: _____

Division Director: _____

Human Resources Director: _____

Chief Executive Officer: _____

FOR HR AND PAYROLL ONLY

<u>Work Comp</u>	<u>DOL Class</u>	<u>ESC Code</u>	<u>EEO Class</u>	<u>Area</u>
8869	Non-Exempt	25-2011	ASW	Varies