

**TOTAL ACTION AGAINST POVERTY
JOB DESCRIPTION**

JOB TITLE: Child Care Aide
COMPONENT: Head Start
PROGRAM ACCT. NO: 279
CLASSIFICATION: Non-Exempt

GENERAL DESCRIPTION

The Child Care Aide (CCA) assists the classroom staff in planning and carrying out the educational program of Head Start. This person performs tasks as assigned by the Lead Teacher, Teacher or Center Supervisor that support the Teacher and Teacher Assistant in providing high quality care for the children in their center.

ORGANIZATIONAL RELATIONSHIP

Supervised by: Lead Teacher, Teacher, Center Supervisor
Education Coordinator
Supervises: No One
Coordinates with: Center and Administrative staff

RESPONSIBILITIES AND/OR SPECIFIC DUTIES

1. Assists with implementation of the educational program for children.

- a) Assists with arrival or departure of children (greeting children, communicating with parents, etc.)
- b) Assists after naptime by putting away cots, helping children with shoes, assisting with toileting and handwashing, etc.
- c) Assists the staff with preparation of breakfast, lunch and afternoon snack. Implements family style breakfast, lunch and afternoon snack, interacting with the children and modeling appropriate mealtime skills.
- d) Assists in implementing classroom activities as defined in the lesson plan.
- e) Demonstrates developmentally appropriate practices throughout the center in all interactions with children.
- f) Observes and Supervises children individually and as a group, and responds to the needs of the group and individual children in a timely and interacts with children in a respectful and appropriate manner.
- g) Maintains a current First Aid and CPR certification card and any other certification required by TAP Head Start.
- h) Assists classroom staff in creating an atmosphere in the center that is welcoming to parents and families by greeting parents in a friendly manner as they bring and pick up their children.
- i) Assist in documenting observations for Teaching Strategies GOLD

2. Assists with maintaining classroom environment in accordance with TAP Head Start Policies and Procedures and Virginia Minimum Standards for Licensed Child Care Programs.

- a). Assists in setting up the classroom in the morning and cleaning the classroom in the afternoon.
- b.) Keeps equipment and materials safe, clean, and in good condition at all times, both indoors and outdoors
- c.) Assists in maintaining a classroom environment conducive to exploration and experiential learning with interest areas labeled, defined, and accessible to children.
- d.) Provide accident information immediately to supervisor.

e.) Follows the NAEYC Code of Ethical Conduct regarding appropriate interactions with staff and parents, including taking concerns to appropriate sources, refraining from gossiping or inappropriate interactions with colleagues and parents, and exhibiting professional behavior at all times.

3. Attends a minimum of 21 training hours as required and provided by TAP Head Start.
4. Reports cases of suspected child abuse or neglect to supervisory staff and call Child Protective Services immediately.
5. Adheres to all policies/procedures as outlined in the TAP Head Start Policies and Procedures Manual.
6. Adheres to NAEYC Code of Ethical Conduct as adopted by TAP Head Start.
7. Presents self professionally to colleagues, parents and community through appropriate dress, language, and behavior.
8. Creates a positive work environment by demonstrating flexibility and willingness to perform other job-related duties as assigned, and by participating appropriately in program planning and decisions, and in implementation of those plans.
9. Must be able to work a split shift between 6:30am and 6:00pm, and complete the CCA checklist daily.
10. Performs all other job related tasks upon request.

SKILLS, KNOWLEDGE AND ABILITIES

- Basic knowledge of developmental characteristics and needs of preschool children.
- Some knowledge of appropriate activities and interactions with preschool children.
- Ability to learn, understand and follow policies and procedures outlined in the TAP Head Start Policies and Procedures Manual and other written and oral directions from program staff and supervisors.
- Ability to read, write and communicate with staff, parents, and children in an appropriate and professional manner.
- Ability to move about freely and lift at least 40 lbs.
- Must be able to squat, bend, and interact with children.

QUALIFICATIONS

- High school diploma or G.E.D.
- At least one year of experience working with infants, toddlers, and/or pre-school children.
- Willing to obtain a preschool CDA (Child Development Associate) within one year of employment as requested.

SPECIAL REQUIREMENTS

- Must possess a valid VA operator's license and have daily access to a car.
- Must have CPR, First Aid certification, and MAT certification or be able to complete such certification within 6 months of employment.
- Must be available to work any eight (8) hours shift during center operational hours of 6:30AM and 6:00PM

Every TAP employee shares in TAP's responsibility to "Mobilize Community Resources" in support of TAP's anti-poverty efforts.

TAP hires only U.S. citizens and lawfully authorized alien workers.