

# Total Action tap For Progress into hope

## **JOB DESCRIPTION**

**JOB TITLE:** Child Care Aide  
**COMPONENT:** Early Head Start/Head Start  
**SALARY:** \$8.14 - \$11.42/Hourly  
**CLASSIFICATION:** Non-Exempt

### **GENERAL DESCRIPTION**

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

### **ORGANIZATIONAL RELATIONSHIP**

Supervised by: Lead Teacher, Teacher, Center Supervisor  
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 classroom staff in creating a welcoming atmosphere in the center for children and their families.
  - b) Assists with arrival or departure of children (greeting children, communicating with parents, etc.)
  - c) Assists with daily routines in the classroom including transitions to Head Start.
  - a) Assists the staff with preparation of formula, meal and snacks. This included implementing family style meals, interacting with the children, modeling appropriate meal time skills, and clean-up.
  - b) Assists with naptime routines, including set up of cribs/cots, assisting children, assisting with toileting and handwashing, etc.
  - d) Assists with classroom duties including 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 appropriate manner.
- g) Assists 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.) Inspect the classroom for safety hazards. 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. Keep an open line of communication with all center staff and provide emergency 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 meetings, workshops, or in-service training related to Head Start or Early Childhood Education as requested. A minimum of 21 training hours are required.**

**4. Administers first aid, CPR and medication**

- a) Maintains a current First Aid and CPR certification cards.
- b) Maintains a current MAT certification.

**5. Reports cases of suspected child abuse or neglect to supervisory staff and call Child Protective Services immediately.**

**6. Adheres to all policies/procedures as outlined in the TAP Head Start Policies and Procedures Manual.**

**7. Adheres to NAEYC Code of Ethical Conduct as adopted by TAP Head Start.**

**8. Presents self professionally to colleagues, parents and community through appropriate dress, language, and behavior.**

**9. 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.**

**10. Must be able to work a split shift between the hours of 6:30AM and 6:00PM and complete the CCA checklist daily.**

## **11. Performs all other job related tasks upon request.**

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Basic knowledge of developmental characteristics and needs of infants and toddlers.
- Some knowledge of appropriate activities and interactions with infants and toddlers.
- 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.
- Must be able to 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 car.
- Must have CPR, First Aid certification, and MAT certification or be able to complete such certification within 6 months of employment.
- Physical activity of this position – climbing; ascending and descending ladders, stairs, scaffolding, ramps, poles and the like; balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, use of fingers for – picking, pinching and typing, grasping, feeling, hearing, talking, repetitive motion of the wrists, hands, and/or fingers.
- Physical requirements of this position – medium work; exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Visual acuity requirements – worker must be able to determine accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Conditions subject to in this position – worker is not substantially exposed to adverse environmental conditions.

This description provides information regarding the essential functions of the designated job, and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.



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

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

**Equal Opportunity Employer/Drug Free Workplace**  
**Bilinguals Encouraged to Apply**