

Classroom Aide

JOB SUMMARY:

Alta Head Start is seeking applicants for part-time or full-time work as a Classroom Aide. This position serves in various roles within the Alta Head Start Program. Classroom Aides may be required to act as a third person in a classroom to assist the Lead Teacher and Assistant Teacher in all aspects of classroom management, act as the second person in a classroom during staff absences or to cover lunch breaks ensuring ratio requirements are maintained, or to complete lite kitchen duties ensuring that food preparation and meal service is carried out to Child and Adult Care Food Program (CACFP) and Alta Head Start program standards.

ESSENTIAL FUNCTIONS IN THE CLASSROOM:

1. Assists the teacher and assistant teacher with all aspects of classroom management for preschool age children.
2. Interact with children in a developmentally appropriate manner, either in a group setting or one-on-one.
3. Assist children with their needs, i.e. Using the bathroom, washing hands, brushing teeth, etc.
4. Provide coverage to maintain ratio in various classrooms, as assigned by Education Supervisors and/or Education Manager.
5. Helps teachers and assistant teachers maintain cleanliness and a safe learning environment.
6. Helps teachers in the preparation of classroom activities, i.e. cutting, copying, etc.
7. Helps teaching staff ensure all experiences for Head Start children are fun and educational.
8. Accepts the food from the food service provider, ensuring the delivery is accurate and food is received at the appropriate temperatures.
9. Maintain appropriate paperwork, ie. temperature logs, delivery receipts, attendance and meal counts, as assigned and in accordance w/appropriate standards and regulations.
10. Serve meals in classrooms in accordance with ODJFS and CACFP regulations.
11. Assist classroom staff with the supervision of meal service, ensuring the experience is educational.
12. Serve appropriate meal substitutes to children with allergies, ensuring proper procedures and guidelines are followed.
13. Execute all duties in accordance with health department regulations.
14. Wash dishes ensure kitchen area/meal prep areas are clean and sanitary.

EDUCATION/EXPERIENCE:

Minimum of a High School Diploma or equivalent required, Child Development Associate (CDA) and prior experience in a preschool classroom preferred. Knowledge of CACFP requirements and/or ServSafe certification is a plus.