

Cornerstone Community Action Agency

Job Description

JOB TITLE: Center Aide Extended Day

Exempt (Y/N): No

Introductory period: 180 days

Supervisor: Center Director

Work Period: 12 months per year

Cornerstone Community Action Agency. is committed to a policy of Equal Opportunity Employment (EOE) in its dealings with both employees and applicants for employment. As such, CCAA provides equal opportunity without regard to race, ethnicity, age, religion, sex, sexual orientation, national origin, disability, status as a veteran, or any other characteristic protected by law except when such characteristic is a bona fide occupational qualification.

CCAA Vision Statement

To build thriving and self-sufficient communities by creating equal opportunities for all individuals and families.

CCAA Mission Statement

A Community in Action, Empowering People, Changing Lives, and Offering Hope to Achieve Self-Sufficiency.

This position assists in the fulfillment of the agency's mission by creating an opportunity to empower people, change lives, and offer hope to achieve self-sufficiency for each individual and family we serve.

SUMMARY: Plan and carry out a daily program designed to meet the physical and developmental needs of a group of children. This person must be able to effectively supervise children in the classroom, be sensitive to the needs of individual children and relate well to both the children and adults. Ensure compliance state licensing regulations and CCAA policies and procedures that directly impact the classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES. The Center Aide Extended Day will:

- *Operate in a professional manner at all times:* 1) Maintain confidentiality of all child and family records and information in accordance with policies. 2) maintain the Standards of Conduct
- Plan and implement the daily schedule and program activities of appropriate developmental experiences for a classroom group of children.
- *Be well versed in and ensure compliance in* 1) Texas childcare licensing regulations 3) recommended best practices 4) Cornerstone Community Action Agency policies/procedures for classrooms 4) attendance policy 5) enrollment policies
- *Observation and assessment:* 1) observe each student in order to individualize teaching and learning 2) observe children in a non-judgmental manner for use in planning and carrying out daily program activities. 3) carry out developmentally and culturally appropriate lesson plans. 4) follow lesson plans for the class and for individual children
- *Work with families:* 1) Exchange information with CFS Center Director if pertinent information about the family is shared with you. 2) inform parents about Cornerstone Community Action Agency and community events that might be valuable for them as requested by teacher or center director.
- *Child abuse and neglect:* 1) know and recognize indicators of child abuse and neglect. 2) know and follow Child Care Licensing and program policies/procedures concerning reporting. 3) keep up to date on legal reporting requirements. All staff in childcare centers are mandated reporters. Let the teacher and/or center director know if you have a concern.
- *Developmentally Appropriate Practices:* 1) maintain classroom arrangement of well- defined learning interest areas, appropriate for the age group. 2) interact with children as appropriate and indicated on lesson plan 3) conduct smooth classroom transitions 4) facilitate creative activities daily that are child directed and process oriented 5) contribute to a language-rich environment for all children that includes clear, simple sentences, eye contact, open-ended questions, conversations with children, introduction of new words, etc. 6) incorporate children's cultures into daily activities 7) provide nurturing, responsive care for all children at all times 8)

hold infants while bottle feeding

- *Discipline and guidance:* 1) use appropriate techniques 2) encourage children to negotiate and problem-solve 3) children are not isolated as a discipline measure 4) food and/or outdoor time are not used for punishment 5) NO physical punishment is allowed
- *Transition:* 1) conduct transition activities from one activity to the next, maintaining awareness of all children and counting frequently.
- *Health:* 1) follow appropriate handwashing, diapering and toilet training procedures 4) serve as a role model and assist children in using good hygiene practices which include handwashing, toilet flushing, cleaning spills, toothbrushing, etc. 5) store formula, breast milk, and foods as required by Child Care Licensing
- *Safety:* 1) be familiar with and follow procedures for fires and other emergencies as posted 2) ensure that all toys and materials provided for use by children are safe 3) supervise children by sight and sound at all times, never leave a child unattended 4) safely and properly use, maintain, and operate all equipment for carrying out duties 5) keep classroom clear of clutter and hazardous items. Remove broken items immediately 6) maintain current CPR and First Aid certifications as required
- *Sanitization:* 1) Ensure fresh bleach water is used daily 2) sanitize all surfaces and classroom materials/toys daily and weekly, as required 3) follow daily and weekly cleaning schedule to reduce the spread of germs and/or communicable diseases
- Attend regularly scheduled staff meetings and other meetings/trainings as requested.
- Participate in training programs, pre-service, professional development days, and other recommended trainings. Provide documentation to the Supervisor in accordance with federal and state requirements.
- Check work email and other communications on a regular basis.
- Complete other duties as assigned by Director of CFS, Ed Manager, or Center Director.

General Responsibilities The staff member will:

- **Appearance:** Ensure personal appearance, personal hygiene, and dress are appropriate for the day's activities and comply with dress code.
- **Reliability:** Ensure he/she can be counted on to carry out assigned responsibilities independently.
- **Safety:** Safely and properly use, maintain, and operate all equipment for carrying out duties.
- **Punctuality:** Employee observes regularly scheduled work hours.
- **Compliance:** Employee follows Agency policies, procedures, and established regulations

Qualification Requirement

To perform this job successfully, an individual must be able to perform each essential 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.

Education and Experience

Must be 18 years old or older, have a high school diploma or G.E.D. Experience working with children is preferred.

Required Skills/Abilities

Language Skills

Must have ability to read and interpret documents such as Agency policies and procedures, program outlines and regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Reasoning Ability

Must have ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must have ability to deal with problems involving several concrete variables in standardized situations.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Physical Demands

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. In order to meet the requirements for home visits and training, the employee must maintain a valid driver's license or otherwise have transportation to and from required home visits or required training.

Other Skills and Abilities

Ability to operate a personal computer, proficient in use of e-mail and Microsoft Office Suite or related software.

**This form reflects the general details considered necessary to describe the essential function of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent to the job.*

Failure to comply with Personnel Policies, job responsibilities, and functions, safety policies, can result in disciplinary actions up to and including termination.

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

EMPLOYEE RECEIPT OF JOB DESCRIPTION

This job description is not intended to be all inclusive. CCAA reserves the right to revise or change job duties. This job description does not constitute a written or implied contract of employment.

I have read and understand this job description. I certify that I am able to perform the requirements of this job description. I have a received a copy of this document.

Employee SIGNATURE

Date of Signature

Employee PRINTED NAME