

**Cornerstone Community Action Agency
Job Description
JOB TITLE: Center Aide HS Level 2**

Exempt (Y/N): No.	Introductory period: 180 days
Supervisor: Education/Mental Health Manager	Work Period: 10 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.

SUMMARY: Will be responsible for the planning for and supervision and management of, the Early Head Start classroom. Ensure compliance with HSPPS, state licensing regulations, and Central Texas Opportunities, Inc. policies and procedures that directly impact the EHS classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES. The Center Aide will:

	Agree	Always	Usually	Sometimes	Never
1.					
<i>Operate in a professional manner at all times:</i> 1) Maintain confidentiality of all HS/EHS family records and information in accordance with HSPPS. 2) comply with CCAA Vision, Mission, and Values and the HSPPS Standards of Conduct					
2.					
Assist teacher in maintaining current, complete, and accurate records as required by HSPPS, Cornerstone Community Action Agency, and Child Care Licensing with particular focus on number of children in attendance at an given time.					
3.					
<i>Be well versed in and ensure compliance in</i> 1) HSPPS 2) child care licensing regulations 3) recommended best practices 4) Cornerstone Community Action Agency policies for classrooms 4) EHS attendance policy 5) recruitment and enrollment policies					
4.					
<i>Observation and assessment:</i> 1) observe each student on a regular schedule in order to individualize teaching and learning 2) observe for any signs that a child needs a referral and inform the teacher. 3) observe information weekly about all children in a non-judgmental manner for use in planning and carrying out daily program activities. 4) carry out developmentally and culturally appropriate lesson plans, using Creative Curriculum for Preschool, and other curricula as approved by Cornerstone Community Action. 5) follow lesson plans for the class and for individual children as prepared by teacher					
5.					
<i>Work with families:</i> 1) Exchange information with Family Advocates and/or teacher 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					
6.					
Work with Family Advocates to know social service, health, mental health, and education resources in the community and provide this information to families as needed.					
	Agree	Always	Usually	Sometimes	Never
7.					
Child abuse and neglect: 1) know and recognize indicators of child abuse and neglect. 2) know and follow Child Care Licensing and program policies concerning reporting. 3) keep up-to-date on legal reporting requirements. All staff in child care centers are mandated reporters. Let the teacher and/or center director know if you have a concern.					
10.					
<i>Developmentally Appropriate Practices:</i> 1) assist in maintaining classroom arrangement of well- defined learning centers, appropriate for the age group; 2) interact with children as appropriate and indicated on lesson plan; 3) conduct smooth classroom transitions, counting children often; 4)facilitate creative activities daily that are child directed and process oriented: 4) 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.; 5) incorporate children’s cultures into daily activities; 6) provide nurturing, responsive care for all children at all times; 9) participate in appropriate family style meals at breakfast, lunch, and snack					
11.					
<i>Discipline and guidance:</i> 1) use appropriate techniques, consistent with the Conscious Discipline program 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					
12.					
<i>Transition:</i> 1) conduct transition activities from one activity to the next, maintaining awareness of all children and counting frequently..					
	Agree	Always	Usually	Sometimes	Never
<i>Health:</i> 1) complete and document daily health checks on all children 2) 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, etc. 5) assist children (excluding infants) in daily proper toothbrushing. 6) store toothbrushes in an appropriate container, bristles not touching, each labeled with a child’s name 7) store foods as required by HSPPS and Child Care Licensing					
14.					
<i>Safety:</i> 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 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					
15.					
Attend staff meetings as requested during work hours					
16.					
Obtain or maintain Infant/Toddler CDA if required. Participate in training programs, in-service, pre-service, conferences and other recommended trainings. Provide documentation to Supervisor in accordance with federal and state requirements.					
17.					
Complete other duties as assigned by Education/MH Manager					

General Responsibilities The staff member will:

1.					
<i>Appearance:</i> Ensure personal appearance, personal hygiene, and dress are appropriate for the day’s activities and comply with dress code.					
2.					
<i>Reliability:</i> Ensure he/she can be counted on to carry out assigned responsibilities independently.					
3.					
<i>Safety:</i> Safely and properly use, maintain and operate all equipment for carrying out duties.					
4.					
<i>Punctuality:</i> Employee observes regularly scheduled work hours.					
5.					
<i>Compliance:</i> Employee follows CCAA, Head Start, and licensing 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 and hold or as soon as possible be willing to earn an Preschool Child Development Associate (CDA) Certificate or higher.

The individual in the HS Center Aide Level 2 position will be in training to obtain an Preschool CDA credential. At such time as the HS Center Aide Level 2 receives their Preschool CDA credential he/she will be promoted into the HS Center Aide Level 1 position.

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.

Other Skills and Abilities

Ability to operate a personal computer, e-mail, and word processing software.

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.

**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

CORNERSTONE COMMUNITY ACTION AGENCY
Professional Development Plan for Head Start Center Aide Level 2 – CDA

Name: _____ Center: _____

Position: _____ Center Director: _____

Date of Hire: _____ Today's Date: _____

My Goal: I will meet qualifications by obtaining my CDA in

Preschool Setting

Target completion date: 6 months to 1 year _____

Observations and Mentoring Person(s) providing communication and mentoring at least bi-weekly:

In order to fulfill the roles and responsibilities, ensure high-quality service delivery, and meet OHS standards for my position I agree to successfully complete this goal.

Employee Signature: _____ Date: _____

Education Member Signature: _____ Date: _____

Goal Progress

Name: _____

Shade Tree Application Completed and Submitted Date: _____

Login Successful

CDA COMPETENCY STANDARDS AND FUNCTIONAL AREAS Progress (*check, initial, date when complete*):

Goal I. To establish and maintain a safe, healthy learning environment Date Complete: _____

1. Safe

2. Healthy

3. Learning Environment

Goal II. To advance physical and intellectual competence Date Complete: _____

4. Physical

5. Cognitive

6. Communicative

7. Creative

Goal III. To support social and emotional development and to provide positive guidance Date Complete: _____

8. Self

9. Social

10. Guidance

Goal IV. To establish positive and productive relationships with families Date Complete: _____

11. Families

Goal V. To ensure a well-run, purposeful program responsive to participant needs Date Complete: _____

12. Program Management

Goal VI. To maintain a commitment to professionalism Date Complete: _____

13. Professionalism

Portfolio in progress

Portfolio complete Date: _____

PDP Specialist Identified

CDA Application Completed and Submitted Date: _____

Observation Scheduled: _____ Complete

Test Scheduled: _____ Complete

CONGRATULATIONS! Credential has been received Date: _____

_____(Copy has been obtained and turned in to HR for personnel file)

Signature of Education Member: _____ Date: _____

Cornerstone Community Action Agency Continued Service Agreement

It is hereby agreed that Cornerstone Community Action Agency (CCAA) will expend the funds necessary to provide the herein named coursework/credential/training to the employee named herein with the stipulation that said employee shall not willfully terminate employment before the dates listed below without providing reimbursement to CCAA.

In the event the employee willfully terminates employment with CCAA prior to any of the said dates, the employee agrees to reimburse CCAA for the cost of the training according to the schedule listed.

If the employee terminates before this date: The employee shall reimburse CCAA this percentage:

Six months from start of coursework: _____ 100 %

Nine months from start of coursework: _____ 75 %

Twelve months from start of coursework: _____ 50 %

Full cost of coursework/credential/training \$ 625.00 (Shade Tree Learning \$200, CDA \$425)

Type of coursework/credential/training Shade Tree Learning, CDA Credential

Date(s) of training Ongoing

Location of training Online & Centers

Training, conference, coursework, credentialing that includes training, seminars, or peer training sessions with duration of less than 40 hours shall have a minimum service continuation of one month and a maximum service continuation of three months. Training with duration of longer than 40 hours but less than 80 hours shall have a minimum service continuation of three months and a maximum service continuation of six months. Training with duration of longer than 80 hours shall have a minimum service continuation of six months and a maximum service continuation of twelve months.

I understand the terms of this Continued Service Agreement and hereby agree not to willfully terminate my employment with CCAA before the prescribed dates without reimbursement to CCAA according to the above schedule.

Employee Signature

Date

Employee Name (Print)

Approved:

Education Manager

CFS Director

Payroll Deduction Acknowledgement and Authorization

Cornerstone Community Action Agency recognizes the importance of compliance and of meeting credentialing requirements for various positions within the agency. CCAA also recognizes the importance of providing financial support to employees who need assistance in meeting said requirements. A credential is a professional document that belongs to the recipient and is something in which the recipient takes ownership. To assist employees in receiving their credential, CCAA will pay for the coursework and the credential the employee is pursuing with the intent of the employee reimbursing CCAA half of the cost. CCAA will deduct payments from the employee’s paychecks until the employee portion is refunded.

Credential/Coursework Needed: Shade Tree Learning and CDA Credential

Full Amount of Coursework/Credential: \$625.00

CCAA will pay: \$625 (half this amount will be reimbursed): Employee will pay: \$312.50

I agree to comply with the provisions of the Cornerstone Community Action Agency’s credential reimbursement process. I authorize CCAA to deduct \$ 15.625 from each paycheck until the amount of \$ 312.50 is reimbursed.

Additionally, I agree to comply with the provisions of the company’s continued service agreement should I terminate employment with CCAA within the time frame provided in the plan. Further, I agree that the refund due CCAA can be deducted from any unpaid wages due me upon my notice to CCAA or my intent to terminate my employment. Any amount over and above my unpaid wages will be paid promptly to CCAA.

Employee’s Signature: _____ Date: _____