



# Northcoast Children's Services

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## JOB DESCRIPTION Northcoast Children's Services Head Start **COMBINATION PROGRAM AIDE**

Under the supervision of the Regional Supervisor or designee and with the day to day guidance of the Combination Program Teacher, the Combination Program Aide is responsible for working cooperatively with the classroom staff and volunteers to ensure that the children are appropriately supervised and that their individual needs are being met in the group setting. This is a non-exempt position.

### **DUTIES/RESPONSIBILITIES:**

1. Works closely with the Teacher to assist in implementing developmentally appropriate activities for the children in the program.
2. Assists the children with self-help skills and daily routines.
3. Creates a warm and accepting environment, which encourages independence and builds self esteem in the children.
4. Approaches the children, parents and other staff members with respect, being sensitive towards each individual's rights, needs, and cultural/socioeconomic backgrounds.
5. Becomes familiar with and adheres to the policies and procedures of Northcoast Children's Services.
6. Respects the confidentiality of information regarding all children and their families as well as other staff members.
7. Communicates and works effectively with other staff members.
8. Participates in team and regional meetings and inservice trainings as requested by supervisor.
9. Performs housekeeping responsibilities in sites where required.
10. Performs other duties as assigned.

### **QUALIFICATIONS:**

1. Prefer 6 – 12 semester units in Early Childhood Education or be enrolled in 2 semester ECE units each semester until completion of the 12 units including the core courses.
2. Prefer 6 months experience working with young children.

3. Must be able to follow directions and be consistent.
4. Must be sensitive to the needs and characteristics of young children.
5. Must be dependable, responsible, flexible, and willing to learn.
6. Must communicate effectively and be functionally literate in English.

### **Physical Requirements**

1. Must successfully complete a health screening and provide proof of the absence of TB no later than 7 days following the date of hire.
2. Physical agility to lift and carry objects up to 25 pounds; and children up to 50 pounds for safety reasons.
3. Physical agility to bend, stoop, walk, reach overhead, push/pull, squat, twist, and turn.

### **Health and Safety Training Requirements**

1. Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing, or provide fingerprints and a Child Abuse Index Check prior to first day of work in order to obtain a Criminal Record Clearance from the Department of Justice.
2. Must possess, or be willing to obtain within 30 days, a current pediatric first aid and pediatric CPR certificate.