



Northcoast Children's Services

P.O. Box 1165, Arcata, CA 95518 ~ Phone: (707) 822-7206 ~ (800) 808-7206
Web site: www.ncsheadstart.org ~ FAX: (707) 822-7962

JOB DESCRIPTION

Northcoast Children's Services
Head Start / Early Head Start

SPECIAL AIDE

Under the supervision of the Center Teacher, the Special Aide works with one child or a small group of children providing support and supervision. The Special Aide follows an individualized plan to accommodate the child's special needs, social-emotional needs, or language development to allow the child to be fully included in the classroom. This is a non-exempt position.

DUTIES/RESPONSIBILITIES:

1. Observe the child in the environment and collect and record data as assigned.
2. Implement the support and supervision services designated on the child's IEP or individualized plan within the classroom setting to ensure that the child receives an inclusive experience in the least restrictive environment.
3. Assist the child to ensure his/her success with self-help skills and daily routines.
4. Help create a warm, accepting, and safe environment that encourages independence and self-esteem in the child.
5. Assist in the ongoing planning of an individualized support and supervision program for the child as requested.
6. Consult weekly, at minimum, with staff on the progress of the assigned child.
7. Approach the child, parent, and other staff members with respect, being sensitive towards each individual's rights, needs and cultural/socioeconomic backgrounds.
8. Respect the confidentiality of information regarding the child and the child's family.
9. Communicate and work effectively with other staff members.
10. Participate in trainings and meetings as required.
11. Be familiar with and adhere to the policies and procedures of Northcoast Children's Services.
12. Perform other duties as assigned.

QUALIFICATIONS:

1. Must have experience working with young children. 6-12 ECE units preferred or willing to enroll in and complete 12 ECE units to become a fully qualified teacher under Title XXII Regulations.
2. Must be able to follow directions and be consistent.
3. Must be sensitive to the needs and characteristics of young children and interact with children in positive ways.
4. Must be dependable, responsible, flexible and willing to learn.
5. 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 Requirement

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 the first day of work in order to obtain a Criminal Record Clearance from the Department of Justice.