

## HQEL Classroom Support Aide

**REPORTS TO:** Site Manager

**FLSA STATUS:** Non-Exempt

**STATUS:** Full - Time

**SAFETY SENSITIVE:** Yes

### **Job Summary:**

Responsible for assisting with daily classroom operations, participates in planning and implementing appropriate early childhood activities provide individualization and support for specific children, and develops appropriate relationships with children, parents, community, and co-workers. Preparing meals and snacks to meet dietary needs of children, including maintaining site for regular use in a safe and clean manner. Hours may be flexible throughout the year based on site need.

### **Essential Functions:**

The CSA/KA will ultimately be evaluated on a combination of skills, dispositions, and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The CSA/KA responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The CSA/KA will demonstrate competency to perform essential functions that include:

- Assist staff in implementing curriculum to support educational and assessment goals for all children, including individualized goals for children with disabilities to promote growth and learning in all developmental areas.
- Actively participate in daily classroom operations by adapting and implementing developmentally appropriate activities, materials, and equipment to facilitate participation of children with disabilities.
- Promote the social, emotional, physical, and cognitive development of all children, including those with disabilities and behavioral challenges.
- Implement and reinforce behavior management techniques.
- Observe, record, and monitor children's progress.
- Routinely communicate observations and progress with classroom staff, consultants, and parents, ensuring professional ethics and confidentiality are maintained.
- Facilitate family-style meals including assisting children in table setting, serving food, practicing appropriate mealtime behavior, and good nutritional habits using CACFP guidelines.
- Perform required care-giving activities for child/children, i.e., feeding, toileting, dressing etc.
- Complete reports as assigned by supervisor with accuracy and timeliness.
- Maintain food portion control per CACFP guidelines.
- Sort food for meal preparation for each classroom.
- Adhere to sanitation and safety procedures prescribed for the Head Start kitchen.
- Assure that food temperatures are hot or cold enough and that kitchen area(s) are sanitary so that health standards are maintained.
- Wash dishes, pots, pans and utensils using approved sanitation methods.
- Return all items to their proper storage site.
- Complete routine maintenance of main kitchen and equipment, including weekly deep cleaning.
- Deliver meals from main kitchen to classroom kitchens as assigned.
- Order supplies as needed.
- Assist in receiving orders from vendors, insuring that proper item have been delivered.

- Assist with food inventories as assigned.
- Responsible for the cleaning and cleanliness of site classroom(s)
- Attend and actively participate in staff meetings, training, and professional development.
- Utilize virtual platforms for meetings and communications

**Minimum Requirements:**

- HSD/GED. CDA/ECE Certificate preferred.
- Six months BCCL, Early Education parent or volunteer work or Child Care (CC) preferred.
- At least 18 years' old
- Basic computer skills, functional oral and written communication skills, and ability to communicate in a professional manner with internal and external customers.
- CSA/Kitchen Aide may not drive to pick up supplies, etc. unless a copy of vehicle insurance and driver's license is on file.
- Fingerprint card and Social Security card, and CPR and First Aid
- Meet all agency, state and federal required immunizations or have an approved exemption on file
- Employee must be able to speak, read, write, and understand English.
- Bilingual English/Spanish skills desirable.
- Food Handlers Card or Certificate within 30 calendar days of hire.

**Knowledge, Skills, and Abilities:**

- Knowledge in the application of the principles of early childhood development, cultural/ethnic diversity and family dynamics required.
- Demonstrate the ability to prioritize workload while being flexible, work independently, and have team membership skills.
- Knowledge of Child and Adult Food Program (CACFP) and how to implement per position.
- Demonstrate the understanding of DCS reporting system, signs and symptoms of child abuse and neglect.

**Physical Requirements:**

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 40 lbs., run 50 feet, and demonstrate exercises – jumping jacks, leg lifts, etc.

**Working Conditions:**

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

**Acknowledgment:**

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position and can perform the



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duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly

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Employee Signature

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Date