

Branch ISD

Job Description



Job title: Center Aide

Work Location: Varies

Classification: Center Aide

Reports to: Center Manager

☐ **Full Time**

☒ **Part Time**

☐ **Substitute**

☐ **Temporary**

☐ **Exempt**

☒ **Nonexempt**

Schedule:

6 Hours, M-Th. 4 Fri.

Position Description:

Provide supervision of children in the classrooms during regular staff breaks and assist in classrooms where needed.

Requirements:

1. High School diploma or GED
2. Previous experience working with young children and families
3. Have and maintain a valid driver's license, safe driving record and safe, dependable and insured transportation,
4. Provide criminal background check by digital fingerprinting, and
5. Adequate physical health and to successfully pass a physical exam within thirty (30) days of hire and thereafter, every (3) years, including TB screening.

Essential Functions:

1. Mental:
 - a. Ability to communicate/relate in writing and verbally.
 - b. Ability to demonstrate necessary organizational skills.
 - c. Ability to complete necessary forms.
2. Physical:
 - a. Ability to stoop, kneel, and lift children in and out of a wheelchair.
 - b. Ability to lift 30 lb. children having low muscle tone.
 - c. Ability to lift 40 lb. children having normal muscle tone.
 - d. Assist with toileting children.
 - e. Physically interact with children on the playground and inside the classroom in an appropriate and safe manner.
3. Equipment:
 - a. Ability to utilize office and classroom equipment such as the telephone, computer, printer, copiers, and other related equipment.

Policy requirements:

1. Adhere to all Master Agreements, district, and/or building policies regarding:
 - a. Attendance
 - b. District procedures
 - c. Student Discipline
 - d. Safety
 - e. Obtaining parental permission
 - f. Personal appearance
2. Attend all required meetings.
3. Follow administrative directives, verbal and/or written.
4. Maintain strict confidentiality.
5. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment.

Job Performance:

1. Communication and interpersonal relationship skills expected:
 - a. Communicate clearly and accurately when writing/speaking,
 - b. Communicate concerns to appropriate:
 - i. Administrator
 - ii. Other school personnel
 - iii. External personnel
2. Management and organization skills expected:
 - a. Complete assignments accurately, on time, and without constant supervision.
 - b. Operate within an organized program according to identified system.
 - c. Know whereabouts of program children at all times.

- d. Recommend equipment, material, and resource purchases.
- e. Maintain an environment that is conducive to learning by creating a balanced rapport among staff.
- 3. Application of job knowledge expected:
 - a. Use all available information to make correct decisions in solving problems.
 - b. Demonstrate skill in assisting students to meet objectives, materials, and resources.
 - c. Provide positive reinforcements to students.
 - d. Meet specific performance objectives developed jointly with immediate supervisor.
- 4. Professional Expectations:
 - a. The ability to maintain a professional demeanor and confidentiality,
 - b. Excellent communication skills,
 - c. A sincere commitment to the concepts of self-help and genuine appreciation of the people with whom Head Start/GSRP works,
 - d. A willingness and flexibility to work as needed by the program and directed by supervisor, and
 - e. The ability to work openly and cooperatively with supervisors and playgroup facilitator in a team effort approach.

Duties:

- 1. Assist with preparation of materials needed for the children.
- 2. Assist with arranging furnishings and materials needed before, during, and after supervision of children.
- 3. Welcome families upon arrival.
- 4. Assist with planning activities for the group.
- 5. Assist in cleaning up the facility after the children leave.
- 6. Assist with record keeping as needed.
- 7. Assist with other duties as defined and/or needed to provide a safe environment for children.

Employee Name:

Employee Signature:

Date:

The statements contained in this job description are intended to describe the general nature of the requirements and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all specifications and job duties of personnel so classified. This job description does not constitute a contract for employment.

Date Created: May 2022

Revisions: