



**Job Title:** Educational Aide – Head Start

**Wage/Hour Status:** Non-Exempt

**Reports to:** Principal

**Pay Grade:** IS1 or IS2

**Dept./School:** Assigned Campus(es)

**Revised:** 06/2023

**Primary Purpose:**

Assist with the care and instruction of pre-school age children in activities designed to promote the social, emotional, physical, and cognitive development of Head Start students in a positive, safe, and supervised learning environment.

**Qualifications:**

**Education/Certifications**

- High School Diploma or Accredited General Equivalency Diploma (GED)
- Associate degree or higher from an accredited college/university **or**
- Minimum of forty-eight (48) semester college hours from an accredited college or university **or**
- Passed the Test of Adult Basic Education (TABE) test or hold Region XX Paraprofessional Certificate
- Valid Child Development Associate (CDA) credential **or** eligible to obtain Valid Child Development Associate (CDA) credential or ability to complete CDA within two years of employment
- Applicant must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the applicant, before continuing within the process towards possible employment

**Head Start Performance Standards Requirements:**

- Eligible to obtain a Paraprofessional certificate issued by the State Board of Educator Certification within thirty (30) days of employment
- Eligible to obtain First Aid and CPR certification and physical examination within ninety (90) days of employment

**Special Knowledge/Skills:**

- Ability to work effectively with young children, parents, and co-workers
- Demonstrated written and oral communication skills in English
- Ability to work with students whose primary language may not be English
- Ability to maintain confidentiality

**Experience:**

- Work related experience with students (church-related schools, private schools, day camps, youth groups, licensed day care centers or similar experiences)

**Duties and Responsibilities:****Instruction Planning and Delivery**

1. Provide assigned instructional assistance and tasks under the general supervision of a certified teacher or teaching team, including assistance with supervision of students, planning and delivery of instruction.

**Monitoring Student Progress**

1. Assist with the physical care of children (toileting, meals, sanitation, etc.).
2. Assist in the implementation of activities which foster the social, emotional, cognitive, and physical development of children.
3. Work cooperatively with teachers and staff to ensure safe, healthy, and developmentally appropriate mealtime experiences for children.
4. Work with parents as the primary educator in their child's education.
5. Serve as a positive role model for children and support the mission of EISD.
6. Participate in district and campus staff development programs that improve job related skills.
7. Demonstrate interest and initiative in professional improvement.
8. Keep informed of and comply with state, district, and Head Start program policies and procedures for classroom teachers, including daily attendance and punctuality.
9. Compiles, maintains, and files all reports, records, and other required documents.
10. Attend and participate in faculty and Head Start program meetings.
11. Comply with the Code of Ethics for Texas Educators.
12. Daily attendance at work and punctuality are essential functions of the job.
13. Demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment.
14. Reassigned to other classrooms as needed.
15. Attendance at work is an essential job function.
16. Perform other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard instructional equipment.

**Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping.

**Motion:** Moderate walking.

**Lifting:** Regular light lifting and carrying (less than 15 pounds).

**Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise.

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress.

**Edgewood Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), age, national origin, disability, military status, genetic information, or on any other basis prohibited by law.**

---

---

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_