

**REGION XIV ESC
HEAD START/EARLY HEAD START JOB DESCRIPTION**

POSITION: Head Start/Early Head Start Program Aide

QUALIFICATIONS:

- Must be at least 18 years of age
- High School Diploma/GED
- Valid Texas Driver's License
- Current First Aid/AED/CPR Certifications for infant and toddler or must be willing to obtain or have current First Aid/AED/CPR certification for infant/toddler/adult.

REPORTS TO: ISD Building Principal/Director

JOB GOAL: To comply with all federal guidelines (Head Start Performance Standards, Policies and Procedures), all Texas State Child Care Licensing Procedures, and all local Head Start policies in providing children and families with all Early Head Start services for providing quality services to children and families.

To help children progress toward the overall goal of social competence through providing children with a learning environment and varied experiences that help them develop socially, intellectually, physically, and emotionally in a manner appropriate to their individual age and development.

(Primary responsibility is to assist with transition and assist Early Head Start and Head Start Teachers when needed in classroom or lunchroom to maintain appropriate child staff ratio.)

MISSION STATEMENT: To provide high quality comprehensive services including education to promote self-sufficiency in children and families while collaborating with the school districts and community partners.

PERFORMANCE RESPONSIBILITIES

I. PLANNING

- Follows daily schedule and written plans.
- Sets up learning centers.
- Prepares needed materials in advance.
- Knows and complies with minimum Child-Care Licensing Standards (EHS only) and participates with Teaching Team in performing daily checks to ensure compliance with those standards.
- Maintains awareness and compliance with Head Start Performance Standards and Head Start Act.
- Maintains job related confidentiality.

II. CLASSROOM

- Maintains an orderly and safe classroom environment.
- Knows which children for which he/she has responsibility
- Knows each child's name and has information showing each child's age
- Supervises children at all times, adjusting appropriately for different ages and abilities of children
- Ensures the children are following procedures to maintain a safe environment.

- Interacts routinely with children in a positive manner
- Promotes feelings of security and trust in infants and toddlers by being warm, supportive, and comforting and by establishing strong and caring relationships
- Fosters developmentally appropriate independence in children through planned, but flexible program activities.
- Fosters a cooperative rather than a competitive atmosphere.
- Shows appreciation of children's efforts and accomplishments
- Ensures continuity of care for children by sharing with incoming caregivers information about each child's activities during the previous shift and any verbal or written instructions given by the parent.
- Maintains current training in infant and child development including safety issues such as Sudden Infant Death Syndrome. (EHS only)
- Demonstrates competency, good judgment, and self-control in the presence of children and when performing assigned responsibilities.
- Relates to children with courtesy, respect, acceptance, and patience.
- Provides toddlers with experiences and opportunities that allow them to develop.
- Demonstrates sensitivity, cultural respect, and positive manner in relating with children and assisting Early Head Start parents and staff.
- Reports suspected abuse, neglect, and exploitation to Child Protective Services or to law enforcement.
- Completes all required training as specified in the minimum Child-Care Licensing Standards (EHS only), and maintains record for CDA renewal.
- Promotes Positive Behavior Practices directed to teaching the child acceptable behavior and self-control:
 - Reinforces positive behavior with verbal and /or nonverbal encouragement
 - Reminds child of behavior expectations daily by using clear, positive statements at eye level with the child
 - Redirects children to prevent behavior problems
 - Uses language with children to prevent behavior problems
 - Deals with individual problems consistently and on an individual basis, consistent with the child's level of understanding.
 - Refrains from raising voice or using voice in a threatening manner
 - Use brief, supervised separation from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
 - Treats children with respect at all times
 - Takes time to help children reflect on their actions and behaviors
 - Implements ESC Head Start discipline policies.

III. PARENT INVOLVEMENT

- Maintains an open, friendly and cooperative relationship with the child's family encourages involvement in the program and promotes parent-child bonding and nurturing parent-child relationships.
- Treats parents with respect and refrains from community gossip.

IV. COLLABORATION

- Cooperates with ESC staff concerning reports, policies, guidelines, etc., for the Head Start program and follows safety and environmental checklists.
- Apprises ESC Head Start staff of classroom needs and individual needs of Head Start children
- Sees that adequate health/hygiene items such as soap, towels, lotion, gloves, toothbrushes, etc. are available
- Maintains equipment in good order and marks all Head Start equipment and supplies as being Head Start.
- Attends all Head Start staff development and in-service meetings as requested.
- Maintains confidentiality of all Early Head Start children and family information, including Child Files.
- Assumes other duties as assigned by principal or Head Start.
- Comply with all ISD policies and procedures required as an employee of the district.

V. CODE OF CONDUCT

As stated below and in 1302.90(c) Standards of Conduct (I) in the Head Start Performance Standards to ensure all staff abide by the program's standards of conduct that:

- ❖ (i) Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;
- ❖ (ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:
 - (A) Use corporal punishment;
 - (B) Use isolation to discipline a child;
 - (C) Bind or tie a child to restrict movement or tape a child's mouth;
 - (D) Use or withhold food as a punishment or reward;
 - (E) Use toilet learning/training methods that punish, demean, or humiliate a child;
 - (F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
 - (G) Physically abuse a child;
 - (H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
 - (I) Use physical activity or outdoor time as a punishment or reward;
- ❖ (iii) Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
- ❖ Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws; and,

- ❖ Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

VI. REQUIRED TRAINING FOR CONTINUED EMPLOYMENT

- Head Start Orientation-Overview of general operation, performance standards of Head Start.
- Head Start sponsored trainings.
- Head Start content area trainings.

WORK ENVIRONMENT

- The demands described here are the representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.
- Physical Demands:
 - Employee is frequently required to stand, walk, sit, bend
 - Occasionally required to lift and/or move up to 40 lbs.
 - Can be exposed to moderate temperature generally encountered in a controlled or uncontrolled temperature environment.
- Tools & Equipment Used:
 - Phones
 - Computer system
 - Fax machine
 - Copy machine
 - Laminator
 - Computer
 - Calculator
 - First aid equipment
 - Fire extinguisher

Acknowledgement:

- The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.
- Employment in this position is contingent upon performance, need, and funding.
- This position is totally funded out of Federal Funds.

Signature

Date