

# **WEBB COUNTY JOB DESCRIPTION**

**TITLE:** Classroom Aide

**DEPARTMENT:** Webb County Head Start

**REVISION DATE:** January 25, 2009

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## **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

The classroom aide has diverse responsibilities in support of a Head Start Center operation. These include maintenance of food service areas, supervising children during transportation trips, and assisting the center staff with classroom activities. The position is supervised by the Center's Area Service Manager.

## **QUALIFICATION STANDARDS:**

- Must have a High School diploma or GED.
- Experience in working with pre-school age children is preferred.
- Ability to understand and follow oral and written instructions in English.
- Ability to develop and maintain effective working relationships.
- Must have a food handler's permit or official food handler's card.

## **ESSENTIAL DUTIES:**

- Assists the Center staff with general classroom activities.
- Prepares materials to be used in daily program.
- Ensures children's safety by assisting with transportation activities.
- Assists children with personal needs, including but not limited to assistance with eating, using the rest room, personal hygiene, and providing first aid when necessary.
- Must actively participate during outside play activities.
- Ensure that meals are received in accordance to required temperature and documents the temperature on the proper log.
- Take and record temperature of refrigeration equipment on a daily basis.
- Call in meal counts (regular and special diets) in a timely manner.
- Portion and distribute food based on attendance and meal schedule.
- Ensure that all special diets are received in accordance to physician's orders.
- Distribute utensils, glasses, plates, and serving scoops.
- Oversee and maintain an adequate inventory.
- Maintain classroom and restrooms clean and sanitized.

- Follow sanitation procedures for dishes, equipment, and classroom.
- Ensures that all preparation and sanitation procedures are in compliance with Federal, State and local regulations.
- Performs all other duties assigned by the immediate supervisor which are not designated above but are within the abilities and training of the employee in order to meet the department needs.

**PHYSICAL REQUIREMENTS:**

- Should have knowledge of proper lifting techniques and the ability to lift up to 45 pounds.
- Must have the ability to be standing up to two hours and have the ability to bend, turn, push/pull and stoop.
- Should have tolerance of cold and hot temperatures.
- Should have tolerance of soaps and chemicals as used correctly by standards of Material Safety Data Sheets (MSDS).

**OTHER REQUIRMENTS/INFORMATION:**

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

**ACKNOWLEDGEMENT:**

**The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.**

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EMPLOYEE SIGNATURE

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SUPERVISOR SIGNATURE

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