

**WEBB COUNTY
JOB DESCRIPTION**

TITLE: PT Classroom Aide 25 hrs. /wk.

DEPARTMENT: Webb County Head Start

REVISION DATE: September 2016

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- ❖ The classroom aide has diverse responsibilities in support of a Head Start Center operation. These include general maintenance of food service areas, and assisting the center staff with classroom activities. The position is supervised by the Area Service Manager.

QUALIFICATION STANDARDS:

- ❖ High School Diploma or GED.
- ❖ Must be bilingual and follow oral and written instruction in English.
- ❖ Must have a driver license and insurable transportation.
- ❖ Must maintain all local, state and federal guidelines for position on an annual basis.

ESSENTIAL DUTIES:

- ❖ Responsible for the maintenance of all classrooms, kitchen and bathrooms.
- ❖ Responsible for washing dishes and disposal of trash.
- ❖ Will assist teacher with classroom activities and decorations of the classroom.
- ❖ Will be required to rotate to centers as the need arise.
- ❖ Will assist with outdoor activities, and supervision.
- ❖ Will perform other related duties as needed.

PHYSICAL REQUIREMENTS:

- ❖ Sitting on small chair and on the floor for circle time, to document on children records, for meal times, for some classroom activities.
- ❖ Walking and pacing for supervision throughout the 5 or 6 hr Shift.
- ❖ Bending to sanitize tables, serving and washing dishes, cleaning child size bathrooms.
- ❖ Squatting to pick up objects, talking to children at eye level, for setting up materials in learning centers. To sanitize mats on a weekly basis.
- ❖ Pushing food carts approximately 30-40 lbs. Swings during outside children's play, for sweeping and mopping.

- ❖ **Running** for emergencies to prevent accidents that might occur from a distance.
- ❖ **Lifting** toys, art material, food containers, cleaning supplies and in case of an emergency any injured or disable child.
- ❖ **Stretching** during movement/exercise activities and to put material away, take material out and decorate the classroom.
- ❖ **Climbing** on a step ladder.

Employee is required to participate during outside play if weather permits; only exceptions would be severe cold weather, high winds or rain. Staff must not take shelter under shade during outdoor participation.

OTHER REQUIRMENTS/INFORMATION:

- ❖ Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol and criminal background check are required.
- ❖ This position is *not* covered by Civil Service, therefore, is subject to all the Webb County Policies, and Webb County Head Start addendum.

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.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE