

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE: PT Classroom Aide 25 hrs. /wk.**

**DEPARTMENT: Webb County Head Start**

**REVISION DATE: September 2018**

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**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. This 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.

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EMPLOYEE SIGNATURE

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SUPERVISOR SIGNATURE

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