



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Head Start Classroom Aide
Reports To: Site Supervisor
FLSA Status: Non-Exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 06/2012
Last Revised Date: 06/2012

Summary:

Assists the teacher in the instruction to students of academic, social, and motor skills in public schools and/or community sites by performing the following duties

Essential Duties and Responsibilities:

- Assist with delivery of Head Start services as defined by Head Start Performance Standards
- Assists in instruction of students as designed by the teacher
- Assists with managing student classroom activities and outside of classroom instruction to include playground monitoring
- Performs daily classroom activities including materials preparation, cleaning and organizing
- Assists with physical management of students
- Assist students with care of hygiene needs
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

High school diploma or equivalent.

Certificates, License, Registration:

Not applicable.

Other Skill & Abilities:

Organized and able to plan ahead

Adapts to frequent changes in the work environment

Practices safe work habits insuring pupil and staff safety

Ability to communicate effectively including listening while maintaining confidentiality

Uses equipment and material properly

Other Skill & Abilities (cont.):

Displays reliable attendance and promptness

Ability to resolve problems

Presents ideas and information in a manner that gets student's attention and which encourages their engagement

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. The employee must support and transfer students who are unable to completely bear weight on their own with the assistance of other staff. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

This position works in a typical early childhood classroom environment, which includes child size furniture and seating as well as daily interaction with pre-school age children, families, and program staff. Additionally, this position works in a typical early childhood outdoor environment. Position stands for extended periods and sits in 13.5" chairs and/or on the floor. Position makes frequent gross and fine motor skills movement including bending, stretching, extending, climbing stairs, kneeling, crouching, reaching, eye/hand/foot coordination and occasional lifting up to 75 pounds. Position utilizes visual and auditory memory and discrimination, reads and writes frequently, must use judgment and make simple and complex decisions. Position covered by the OSHA Final Rule Blood Borne Pathogens Act, Category A and has potential for exposure to communicable disease and pests including but not limited to head lice. This position is a mandated reporter of child abuse/neglect and must have a Department of Humans Services child abuse and neglect clearance.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.