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| **POSITION DESCRIPTION** | |
| **Title:**  Classroom Float/Behavior Support Aide-Head Start | **Date Prepared/Reviewed:**  3/2014; 4/2015; 3/2017; 4/2020; 7/2021; 7/2022; 7/2023, 7/2024 |
| **Reports to:**  Mental Health/Disability Coordinator/Education Coordinator | **Supervise:**  None |
| **Schedule:** Works all child attending days, as well as training days, Monday-Friday, 8-4; 9-month position | |
| **Purpose of Position:**  To assist with the implementation in all Head Start Birth to Five classrooms. This position will support the classroom in handling challenging behaviors, and social skill needs, and providing cognitive development. Consistent attendance and reporting to work on time is essential for this position to maintain consistency and routine in the program’s day-to-day functions. | |
| Below are the essential duties of this position. Other duties may be assigned, as needed.   * ***May be relocated within the SENDCAA Head Start or Early Head Start sites to best fit program needs.*** * ***Consistent attendance and reporting to work on time is essential for this position to maintain consistency and routine in the program’s day-to-day functions.***   **Essential Duties and Responsibilities:**  *Program*   * Education staff are trained as mandated reporters and will report any observations of concern to Cass County Social Services * Responsible for following all Head Start and SENDCAA program policies and procedures including Standards of Conduct and Confidentiality. * Participates in training and meetings, including training days, site meetings, reflective supervision & others at the supervisor’s request. | |
| I understand my duties under the *Program* section (please initial): | |
| *Education*   * Maintain working knowledge of Head Start Performance Standards and the Early Learning Outcomes Framework * Participates in coaching process as assigned to promote positive, effective learning environments for children * Ability to take on tasks such as leading small group activities, reading aloud, transitioning children from one activity to another, and leading large groups at the supervisor’s request * Assist classroom staff by supervising children in the classroom/bathroom * Assists in educational and enrichment activities such as reading, painting, imaginary play, etc. * Assist in preparing students for nap time * Provide coverage when teachers are away from the classroom such as preparation time or time off * Actively engages with children by sitting on the floor playing with them, engages in conversation with them, and actively works to build a relationship with each child while maintaining awareness of classroom needs | |
| I understand my duties under the *Education* section (please initial): | |
| *Behavior*   * Become aware of Conscious Discipline skills and use them to fidelity in the classrooms. * Will participate in monthly Reflective Supervision with Mental Health and Disability Coordinator or Site Supervisor * Become familiar with and implement a child’s Behavior Support Plan appropriately * Collects progress notes per session while assisting in each assigned classroom or site | |
| I understand my duties under the *Behavior* section (please initial): | |
| *Classroom Organization*   * Assists in the upkeep and maintenance of the classroom equipment, materials, and supplies * Assists in maintaining a clean and safe classroom by following policies & procedures * Responsible for daily cleaning including wiping down surfaces, sweeping, disinfecting toys/areas, etc. * Assist Teacher and Teacher Assistant in day-to-day classroom planning, preparation, and activities | |
| I understand my duties under the *Classroom Organization* section (please initial): | |
| *Family*   * Respect each family’s cultural, ethnic, and linguistic diversity * May be asked to attend home visits when other staff may not be available | |
| I understand my duties under the *Family* section (please initial): | |
| *Health and Safety*   * Models/Guides good health practices, such as tooth brushing and hand washing, ensuring they are followed * Assists in implementing family-style meals in a pleasant environment including conversation & socialization. See Mealtime procedure for further instruction * Helps ensure no child will be left alone or unsupervised at any time | |
| I understand my duties under the *Health* section (please initial): | |
| *Other Duties:*   * Performs other duties as assigned or requested * Travel to other sites to cover other classrooms * Attends meetings and training sessions as requested | |
| I understand my duties under the *Other* section (please initial): | |
| **Education/Training Required:**  CPR and First Aid certification to be completed within 3 months of hire  High School diploma  **Education/Training Preferred:**   * Associate Degree or higher in Early Childhood Education * Child Development Associate credential * Behavior Support Technician Training * Enrolled in a program leading to an associate or baccalaureate degree * Enrolled in the CDA Credential program to be completed within one year of hire | |
| **Minimum Experience and Skills Required:**  To perform the duties of this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below outline the knowledge, skills, abilities, and competencies that are required in this position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.   1. 3 months of experience working with children 2. Knowledge of developmentally appropriate interaction with young children 3. Ability to communicate in a professional and appropriate manner with children, parents, and staff. 4. Ability to work effectively with a diverse group of individuals, including clients and co-workers, and to maintain effective working relationships with SENDCAA clients and staff. 5. Ability to perform work independently under the general direction of a supervisor. 6. Supports team efforts, cooperates with others, and actively learns from other team members. 7. Ability to follow protocols, (e.g., chain of command, confidentiality) when communicating with others in the program, families, governing body, policy group, committees, and those in other community programs. 8. Ability to carry out the duties of this position while helping to fulfill SENDCAA’s mission while adhering to policies, procedures, and regulations. | |
| The working conditions and environment and the physical requirements/activities listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.  **Working Conditions and Environment:** While performing the duties of this position, the individual generally has good working conditions. The employee is often exposed to moderate noise from children and environments that are indoors and outdoors daily.  **Physical Requirements/Activities:** While performing the duties of this position, the individual is regularly required to stand, walk, sit, carry, balance, kneel, bend, stoop, crouch, reach with hands and arms, use hands to fingers, handle, feel and use equipment/materials, push, pull, lift, twist, grip, see/observe, and communicate (talk and hear). Occasionally, the employee is required to exert up to 25 pounds of force and/or less than 25 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Intermittently, the employee is required to exert up to 40 pounds of force to lift, carry, push, pull or otherwise move objects, including the human body. Intermittently, the employee is required to jump, crawl or climb.  **Employee Benefits and Wage:** Information provided in addition to the position description. | |
| **The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personnel in this position.**  **I have read and understand the above Position Description.**    **Employee Signature Date** | |