

**Community Action of Allegan County
(CAAC)
Position Description**

Position Title: Head-Start Center Assistant

Classification: Part-Time, Part-Year

Status: Range: \$9.09 - \$10.00

Date: August 16, 2017

Summary/Objective:

Under direct supervision, the Head Start Bus/Classroom Assistant completes the listed tasks. All tasks are considered essential except those identified as non-essential.

Essential Functions:

Rides the bus to/from Centers.

Assists children getting on and off bus when necessary.

Ensures children are secured in appropriate child safety restraints while on the bus.

Engages the children in songs, finger-plays, stories, conversations, etc. while on the bus to encourage the development of literacy and language skills.

Assists bus driver in conducting an emergency bus evacuation drill on a monthly basis.

Assists bus driver in conducting pre- and post-trip inspection of the passenger compartment.

Prepares and serves breakfast, lunch, and snacks daily, cleaning up as needed after meal service.

Ensures sanitation procedures are followed at all times when preparing and serving food and during clean-up.

Assists teacher with classroom activities as requested.

Respects and promotes the unique identity of each child and family, and refrains from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.

Maintains confidentiality at all times with regard to job-related information about children, families, and staff members.

Attends all scheduled staff meetings for position held.

Ensures compliance with all Local, State, and Federal regulations.

Completes documentation as required.

Attends skills training as required by the Early Education Services Director.

Performs other duties as assigned by immediate supervisor and/or Early Education Services Director.

Work Environment:

Daily travel, mostly within Allegan County in agency vehicle (primarily school bus).

Temperature variances.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is to expect regular kneeling, stooping, bending, and sitting on the floor. There will also be occasional lifting up to 50 pounds.

Position Type and Expected Hours of Work:

This is a part-time, part-year position. Days and hours of work are Monday through Friday. Limited evening and weekend work may be required as job duties demand.

Travel:

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

Required Education and Experience:

Previous experience working with young children desired. High School Diploma or GED required; Child Development Associates Credential, awarded by the Council of Professional Development preferred. Must pass pre-employment TB test. Be certified in Child and Adult CPR and Basic First Aid. An equivalent combination of education and experience may be considered.

Additional Eligibility Qualifications:

Commitment to CAAC goals and mission. Clear record of child abuse or neglect.

EEO Statement:

Community Action of Allegan County (CAAC) extends employment opportunities to qualified applicants and employees without regard to age, race, color, sex, weight, height, religion, national origin, pregnancy, marital status, veteran status, physical or mental disability unrelated to the employee's ability to perform his/her job and/or any other characteristic protected by federal, state or local law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, lay-off, recall, transfers, leave of absence, compensation and training, including internship. In accordance with applicable federal and state laws protecting qualified individuals with known disabilities, CAAC will attempt to reasonably accommodate those individuals unless doing so would create an undue hardship. Any qualified applicant or employee with a disability who requires an accommodation in order to perform the essential functions of the job should contact CAAC management.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. This position description does not constitute a written or implied contract for employment.

Other: An annual Cost of Living Adjustment (COLA) increase will be given when funds are available.

Signatures:

This job description has been approved by all levels of management:

Executive Director: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____