

JOB DESCRIPTION

Teacher Aide/Cook

INFORMATION

Job Class: Teacher Aide

Department: Head Start

Location of Work: Varies

Salary Grade(s): 5

Hours of Work: 37.5 hrs/wk, 36-42 wks/yr

Employment Category: Regular Part-Time, or Regular Full-Time

Class Status: Active

Type of Position: Non-Exempt

Covered Position: Yes

Prepared by: Bill Abbott

Approved by:

Effective Date:

PURPOSE

Assist the Lead Teacher in planning and implementing lesson plans, incorporating all component Plans, and managing large and small groups of children; as well as assist in coordinating and conducting developmental screenings, health services, and family services including family visits, and participate in planning, training, and parent meetings; responsible for serving a six-week cycle menu, and meeting the State and Head Start safety and sanitation requirements.

REPORTING RELATIONSHIPS

Reports To: Lead Teacher.

Leads: May lead volunteers when present in the classroom.

Liaison To: None.

ESSENTIAL FUNCTIONS

- Be familiar with the component work plans, the Head Start Performance Standards, Tlingit and Haida Personnel Rules, and the Head Start Policy and Procedures Manual.
- Provide support in all areas of the classroom maintaining a clean, safe, and cheerful environment; as well as assist conducting developmental screenings, observations of children's behavior, and in developing Individual Learning Plans (ILPs) for each child, including evaluations.
- Assist the Lead Teacher in conducting a minimum of 3 family visits per year per child in each child's home (an enrollment visit, an ILP visit, and a Transition visit).
- Prepare materials as needed to carry out the weekly lesson plans.
- Develop and maintain a positive relationship with the children, their families, and volunteers; ensure that all feel welcome, and receive on-the-job training and communicate with parents on a regular basis.
- Attend staff meetings, assist in developing the weekly lesson plans, and overall program activities (e.g., arts and crafts, dramatic play, story time, cooking, music, fine and gross motor, etc.).
- Manage small groups of children, and evaluate activities regarding appropriateness and effectiveness and interest of the children.
- Eat and interact with children at meal times, serving as an appropriate model to the children.
- Provide support in implementing the component work plans including education, health, handicap services, and family and community partnership.
- Help the Lead Teacher plan and facilitate the first Center Parent Committee meeting of the school year; will attend other parent committee meetings as requested (may include evening and weekend meetings).

- Be prepared to assume the duties of the Lead Teacher in her/his absence.
- Familiarity with and meets the USDA Child and Adult Care Food Program (CACFP) regulations, as well as State and Head Start safety and sanitation requirements.
- Responsible for serving a six-week cycle menu (i.e., breakfast and lunch) for up to 20 children plus adult volunteers, including preparing the nutritionally balanced menus (including recipes), offering an eye appealing variety, with a cultural emphasis, providing exposure to new foods, while maintaining CACFP and Head Start meal requirements – menus are developed with input from a Nutrition Consultant, the Nutrition Coordinator, Lead Teacher, and Parents.
- Organize and maintain a recordkeeping system including: cycle menus and recipes; daily production records (for each meal) submitted in a timely manner; classify receipts according to procedures (e.g., food, food-related, and kitchen/janitorial supply items purchased must be classified on receipts); current inventory of pantry foods and kitchen supplies and equipment; list of children’s food allergies and special dietary needs; and records of food and related donations.
- Shop for food supplies as predetermined by production records on a weekly basis; and work within a limited food and food-related budget.
- Assist Lead Teacher in completing all required reports and distributing them to the appropriate people at the appropriate time; and assist in maintaining up-to-date files for all children, safeguarding privacy of records and confidential information.
- Provide support in keeping a current inventory, including all supplies and equipment, and ordering supplies in advance to avoid unnecessary shortages, as well as assist in making a smooth transition of children into public and private school systems.
- Be familiar with and train all volunteers on the building safety and emergency evacuation plan, and observe all fire and sanitation code requirements; make sure all adults are familiar with the use and maintenance of fire extinguishers; conduct evacuation drills once every month; and assist in keeping the building and playground in clean and safe condition and good repair at all times.
- Assist in recruiting and enrolling eligible children and collecting all needed records with help from the Parent Committee, family, and Central Office staff.
- May participate in on-site and out-of-town training sessions (may include evenings and weekends).
- Responsible for obtaining a substitute aide whenever possible when unable to report to work, first checking for parents as volunteers; and may assist in completing janitorial duties.
- Must be able to attain and renew a Child Development Associate (CDA) credential during employment.
- Perform other duties as assigned.

DECISION MAKING AUTHORITY

Spending Authority: None.

Other Authority: None.

NECESSARY SKILLS AND KNOWLEDGE

- Ability to work with families from all socio-economic levels.
- Knowledge of applicable state and federal laws and requirements.
- Ability to work effectively with executives, managers, supervisors, employees, and employee representatives.
- Knowledge of program rules and requirements.
- Knowledge of proper food safety, sanitation, and handling techniques/standards.
- Ability to maintain accurate, complete, and confidential records.
- Good organization, time management, and recordkeeping skills.
- Proficiency in computerized record keeping and reporting is a plus.
- Ability to communicate effectively verbally and in writing.
- Familiarity with Alaska Native cultures, particularly Tlingit, Haida, and Tsimshian.

MINIMUM QUALIFICATIONS (education, experience, skills)

- HS diploma or equivalent,
- One (1) year of experience working with young children in a group setting,
- One (1) year of experience in meal planning and preparation.
- A valid driver’s license with no violations in the last 3 years and reliable personal transportation.
- At least 18 years of age.

PREFERRED QUALIFICATIONS (education, experience, skills)

- AAS degree in Early Childhood Education,
- One (1) year of experience working with young children in a group setting,
- One (1) year of experience in meal planning and preparation.
- Possess a current 1st Aid/CPR certificate.

UNUSUAL PHYSICAL REQUIREMENTS OR RESTRICTIONS

The work is generally active, requiring routine walking, standing, bending, and carrying of items and/or children weighing up to 60 lbs. The majority of work is performed in a pre-school setting with a wide variety of children & people with differing functions, personalities, and abilities. Also, work is performed around a cooking stove requiring the use of chemicals, food items, and a hot stove and cooking utensils. The office is a non-smoking facility with outside smoking areas.

CONDITIONS OF HIRE

- All employment at CCTHITA is “at will.” This means that the employee or CCTHITA may terminate employment at any time and for any reason, with approval from the Head Start Policy Council per Performance Standard 1304.50(d)(1)(xi). Unless specified in writing, no term of employment is expressed or implied for this position.
- CCTHITA is a no tolerance workplace. All regular employees must pass an initial and random drug and alcohol screening to be eligible for and maintain employment.
- CCTHITA has several positions which require a criminal background check for the safety of our clients. All employment offers in the “covered” classification are conditional until CCTHITA has received a Federal criminal background check verifying eligibility to work in these programs.
- If not a current 1st Aide/CPR holder, employee must obtain within 90 days of hire.
- If not currently CDA credentialed or have an AAS degree, employee must obtain CDA within 2.5 years of hire.
- Employee must complete a food safety/handling training course within the first year of employment.
- Annual TB screens and bi-annual physicals.

This Job Description describes the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature indicates that you have read this Job Description and understand the essential functions of and qualifications for the job.

Employee Printed Name

Employee Signature

Date

Supervisor

Date