



POSITION DESCRIPTION

NAME:
JOB TITLE: Aide

DEPARTMENT:

FLSA STATUS: Non- Exempt
PAGE: 1

OVERALL PURPOSE:

The position is responsible to provide a variety of assistance to the classroom Group Supervisor or Assistant Group Supervisor to ensure curriculum is delivered in a safe classroom environment and children are achieving developmentally appropriate growth. This position is also required to maintain appropriate documentation.

CORE ORGANIZATIONAL SUCCESS FACTORS:

1. ATTENDANCE/PUNCTUALITY/ABILITY TO FOLLOW CLASSROOM ROUTINES

PERFORMANCE MEASURES:

- Respects policies and procedures in regard to attendance and tardiness.
- Follows proper classroom routines with regard to Environmental Rating Scales.
- Meets deadlines with work completed thoroughly.

2. PROFESSIONALISM/APPEARANCE/IMAGE

PERFORMANCE MEASURES:

- Demonstrates maturity, respect, honesty, integrity and fairness to all.
- Gains knowledge to ensure competency – which leads to professionalism.
- Demonstrates a willingness to use knowledge gained and to distribute to others.
- Maintains professional demeanor and appearance at all times.

3. COOPERATION/TEAMWORK

PERFORMANCE MEASURES:

- Strives to be “solution-focused” rather than “problem-focused” and presents recommendations that best meet the needs of clients, the organization and community.
- Maintains constructive team relationships, coordinates effective goals and identifies/plans ways to successfully work together with other team members.
- Demonstrates flexibility and adaptability to change.
- Recognizes and respects individual differences.

4. COMMUNICATION

PERFORMANCE MEASURES:

- Openly communicates necessary information with accuracy in a timely manner.
- Refrains from divulging confidential information.
- Prepares legible documentation.
- Effectively listens and completely reviews documentation before commenting.
- Communicates all information, opinions and ideas in a positive manner.
- Sets appropriate goals for program, self, and children.

5. INITIATIVE/ENTHUSIASM

PERFORMANCE MEASURES:

- Displays consistent motivation.
- Is goal oriented, keeping the center’s vision at the forefront.
- Demonstrates positive leadership and encourages others.

6. EFFICIENCY/PRODUCTIVITY

PERFORMANCE MEASURES:

- Maintains quality standard by a STAR 4 status.
- Ensures daily responsibilities are completed thoroughly with a quality focus.

7. INTEGRITY/HONESTY

PERFORMANCE MEASURES:



POSITION DESCRIPTION

NAME:
JOB TITLE: Aide

DEPARTMENT:

FLSA STATUS: Non- Exempt
PAGE: 2

- Takes pride in work.
- Is truthful through both words and behavior.

8. ORGANIZATION/PREPAREDNESS

PERFORMANCE MEASURES:

- Plans ahead and is well prepared for each day.

9. RESPONSIBILITY/RELIABILITY/ACCOUNTABILITY

PERFORMANCE MEASURES:

- Makes rational decisions and is answerable for those decisions.
- Attends work, meetings and appointments regularly and on-time.
- Completes follow-up/follow-through with assignments and decisions.
- Maintains responsibility and accountability for program resources such as time, money, equipment, etc.
- Maintains the health and safety of the children and facilities.

10. RESPECT/COURTESY/CUSTOMER SERVICE

PERFORMANCE MEASURES:

- Is aware of the potential impact of own attitude and behaviors and makes appropriate adjustments to assure that communication and services are purposeful and appropriate.
- Demonstrates knowledge of how different parts of the organization fit together when providing service to clients.
- Recognizes the successes of staff and clients.
- Advocates for quality care and education for practitioners and children.

ESSENTIAL FUNCTIONS: (other duties may be assigned)

1. Assist with the implementation of an individualized, intentional curriculum that promotes the holistic and comprehensive growth of children in accordance with the PA Early Learning Standards through activities, events and lesson plans.

PERFORMANCE MEASURES:

- Contribute to the development of an environment that enhances the curriculum.
- Assist in promoting a safe and healthy learning environment.
- Promote healthy habits.

2. Follow Center Performance Standards for Keystone STARS and develop a learning environment in accordance with the Early Childhood Environmental Rating Scales (ECERS).

PERFORMANCE MEASURES:

- Invest in continuous quality improvement through Keystone STARS performance standards; maintain STAR 4 status.
- Assist in preparing and maintaining the classroom environment.
- Assist in achieving a minimum of 5.5 individual classroom rating, with no sub scores below a 3.5.
- Incorporate invitations to learning with regard to cultural diversity, order, aesthetics and sensory exploration.

3. Supervise and guide each child's development including, if applicable, Individual Education Plans/ Individual Family Service Plans.

PERFORMANCE MEASURES:

- Assist child in achieving goals set in lesson plans.
- Identify and refer children with special needs to Group Supervisor/Assistant Group Supervisor.
- Provide age appropriate activities and transition letters when child transitions to another classroom or educational setting.
- Attend all scheduled meetings.



POSITION DESCRIPTION

NAME:
JOB TITLE: Aide

DEPARTMENT:

FLSA STATUS: Non- Exempt
PAGE: 3

4. Maintain current records for each child.

PERFORMANCE MEASURES:

- Assist in completing required progress reports.
- Observe/assess each child's development within 45 days of enrollment and on an ongoing basis.
- Maintain administrative documentation.
- Assist in developing appropriate plans and in setting individual goals for children.

5. Provide opportunities for parent involvement in each child's learning experience.

PERFORMANCE MEASURES:

- Ensure that families are properly welcomed.
- Assist with progress reports.
- Provide on-going communications with parents via written daily reports, telephone calls and as opportunity presents via verbal communication.
- Assist with opportunities for parental involvement in the program.
- Attend center wide and community events when appropriate.

6. Follow all policies and procedures.

PERFORMANCE MEASURES:

- Conduct annual self appraisal.
- Enforce and uphold work procedures, policies, state regulations and state program directives including but not limited to ensuring that children are released to proper adults; proper staff to child ratio is maintained at all times and play yard rules.
- Actively display a high degree of morale and spirit of motivation.

7. Seek out and participate in opportunities to enhance personal and professional growth.

PERFORMANCE MEASURES:

- Update and maintain Professional Development Record (PDR) and obtain required hours of professional development.
- Advance in personal career goals.
- Demonstrate knowledge of Developmentally Appropriate/Best Practices.
- Maintain confidentiality and compliance with HIPAA requirements.
- Participate in 2 Professional Development Activities.
- Coordinate with other staff to maintain the vision of the program and meet the goals for program.

8. Attend meetings and trainings.

PERFORMANCE MEASURES:

- Attend all meetings and assigned trainings as scheduled.
- Attend community/kindergarten transition activities as assigned.
- Attend parent meetings/activities as assigned.

9. Fulfill maintenance and nutrition duties.

PERFORMANCE MEASURES:

- Responsible for keeping classroom and building clean and neat in appearance.
- Serve and clean up from meals.
- Maintain required documentation.

OTHER DUTIES OF JOB:

1. Report suspected child abuse.
2. Perform other related duties as required/assigned.

SUPERVISION RECEIVED:

February 18, 2019



POSITION DESCRIPTION

NAME:
JOB TITLE: Aide

DEPARTMENT:

FLSA STATUS: Non- Exempt
PAGE: 4

Supervision is **typically** received from the Group Supervisors and Assistant Group Supervisors.

SUPERVISION ADMINISTERED:

This position **typically** requires the supervision of volunteers.

MENTAL DEMANDS TYPICAL OF THIS POSITION:

- Ability to adapt to a constantly changing work environment
- Ability to manage multiple projects/tasks
- Ability to work under high pressure for results
- Establish own goals
- Maintain decision-making
- Maintain record keeping/routine paperwork
- Meet frequent deadlines
- Predictable work schedule
- Provide close attention to detail
- Utilize creativity
- Work closely with others

PHYSICAL DEMANDS TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of time on job)

Ability to walk, Ability to lift: Light (Max 10 lbs.), Ability to use both hands, Ability to use both legs, Ability to communicate orally, Ability to hear conversation, Use of depth perception, Use of color vision, Ability for rapid mental/muscular coordination simultaneously.

Frequently Incurred (Between 25% - 75% of time on job)

Ability to stand, Ability to sit, Ability to lift: Mod (Max 25 lbs.), Reaching at high or low level, Ability to climb stairs, Ability to stoop, Ability to repeatedly bend.

Occasionally Incurred (Less than 25% of time on job)

Ability to lift: Hvy/Mod (Max 40 lbs.), Ability to kneel, Repetitive finger movement, Ability to use legs/arms to climb, Ability to balance, Repetitive twisting or pressure involving wrists or hands, Ability to operate truck/motor vehicle.

WORKING CONDITIONS TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of time on job)

Contact with children.

Frequently Incurred (Between 25% - 75% of time on job)

Work outside and inside, Work with hands in water, Exposure to blood and bodily fluids.

Occasionally Incurred (Less than 25% of time on job)

Work outside, Exposure to cleaning chemicals, Exposure to grease/oils, Work with moving vehicles, Work alone.

PERSONAL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION:

Frequently Incurred (Between 25% - 75% of time on job)

Use of latex or vinyl gloves.

QUALIFICATIONS:

EDUCATION

- A high school diploma or a general educational development certificate.



POSITION DESCRIPTION

NAME:
JOB TITLE: Aide

DEPARTMENT:

FLSA STATUS: Non- Exempt
PAGE: 5

EXPERIENCE/TRAINING

- Experience/training working with children preferred.

LICENSE/CERTIFICATION

- Transcript and diploma of highest level of education
- Social Security Card or Birth Certificate to verify legal residency
- Verification of over 18 years of age (Valid Driver's License)
- Cardio-Pulmonary Resuscitation (CPR) Certification
- Pediatric First Aid Certification
- Act 33/34 Clearances run every five (5) years
- FBI Clearance run every five (5) years
- Update Health Appraisal including Mantoux test
- Two written references from non-relatives
- Completion of Mandated Reporter Training (must be renewed every five (5) years)

KNOWLEDGE, SKILLS, AND ABILITIES TYPICAL OF THIS POSITION:

PROBLEM SOLVING SKILLS

- Troubleshoots or takes initiative to solve problems.

COMMUNICATION SKILLS

- Consistently uses good listening skills to remain informed and acts upon or acknowledges receipt of information.
- Utilizes appropriate grammar, punctuation, and accuracy in written correspondence, manuals or publications.

MATH SKILLS

- Performs accurate basic mathematical functions such as addition, subtraction, multiplication, and division.

COMPUTER KNOWLEDGE

- Internet/E-Mail

OTHER CHARACTERISTICS

- Documentation and observation skills.
- Strong organizational skills.
- Ability to enforce and uphold work procedures, policies, state regulations and state program directives.
- Ability to follow established confidentiality policy and safety standards.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

I understand that management retains the right to change this job description at any time. I also understand that management may ask me at certain times to perform other duties or assign me other responsibilities other than the ones written above.



POSITION DESCRIPTION

NAME:
JOB TITLE: Aide

DEPARTMENT:

FLSA STATUS: Non- Exempt
PAGE: 6

Signature of Employee

Date

Signature of Director

Date