

JOB DESCRIPTION

JOB TITLE: Program Aide

SUPERVISOR: Teacher/Teacher Assistant

WORKING HOURS: Monday through Friday/8:00 am – 3:30 pm (Normally)

WORK STATION: Head Start Center

DUTIES AND REPSONSIBILITIES:

1. Assist with providing educational experiences for children according to the Performance Standards and program regulations
2. Assist with providing a conducive learning environment that promotes School Readiness
3. Assist with developing and implementing an appropriate curriculum that promotes School Readiness
4. Assist with maintaining acceptable discipline in the classroom
5. Assist with maintaining a safe and clean environment
6. Assume the role of teacher assistant in the classroom
7. Support all Head Start Service Areas
8. Assist with appropriate records and files as deemed necessary
9. Assist with the administration of the screening and assessment updating of children's progress in the classroom as deemed necessary to promote School Readiness
10. Assist with the implementation of early literacy activities in the classroom to promote School Readiness
11. Other appropriate duties as deemed necessary

DESIREABLE SKILLS AND QUALIFICATIONS:

1. Ability to communicate effectively with staff, parents and children
2. Have means of transportation
3. Ability to handle emergencies calmly and effectively
4. Ability to accept supervision effectively from teacher, other staff and adults

EDUCATION AND EXPERIENCE:

Must be 18 years of age.

Read and Understood by Staff:

Staff Signature

Printed Name

Date