



ECONOMIC IMPROVEMENT COUNCIL, INC.

JOB TITLE: Program Aide
LOCATION: Head Start Center
SUPERVISOR: Center Supervisor/Teacher
WORKING HOURS: Monday - Friday, 7:30 a.m. - 3:30 p.m. (Typically)

JOB OVERVIEW:

As a Program Aide at Head Start, you will support our educational team in delivering high-quality learning experiences for children. This role requires assisting in the development and implementation of curriculum and educational activities that promote school readiness. You must be a dynamic team player who is passionate about fostering a safe and stimulating educational environment for children.

KEY RESPONSIBILITIES:

- Assist in providing educational experiences in accordance with Performance Standards and program regulations.
- Help create a conducive learning environment that supports school readiness.
- Support the development and execution of an age-appropriate curriculum.
- Maintain discipline and safety within the classroom.
- Assist in the upkeep of a clean and organized classroom environment.
- Perform as a teacher assistant, stepping into the role as needed.
- Support all Head Start service areas and assist in maintaining necessary records and files.
- Participate in the administration of screenings and assessments, and update records of children's progress to promote educational development.
- Implement early literacy activities to enhance children's learning experiences.

DESIRABLE SKILLS AND QUALIFICATIONS:

- Strong communication skills to effectively interact with staff, parents, and children.
- Reliable means of transportation.

- Ability to manage emergencies calmly and effectively.
- Open to receiving and implementing supervision and feedback.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Minimum age requirement of 18 years old.
- Experience in early childhood education is preferred but not required.

Signature _____ Date _____

Updated 7/2024