



POSITION DESCRIPTION

Program Aide	
Department: Early Learning Academy, Center-Based	Status: Full Time, Non-Exempt
Reports to: Program Director	Last Reviewed: October 2024
Titles reporting to this role: none	Next Review Date: March 2025

Position Summary:

Casa Central's Early Learning Academy provides high quality, comprehensive early childhood education services for young children, ages birth to five, and their families. The Center-Based program provides childcare and early childhood education services for children aged two to five. The Program Aide shares responsibility for the health, safety, sanitation, and classroom organization components of the program, in line with Early/Head Start, Preschool for All/Prevention Initiative, Department of Children and Family Services (DCFS) childcare licensing and Child & Adult Care Food Program (CACFP) meal program requirements. Punctuality and attendance are critical to maintaining classroom continuity.

Essential Duties and Responsibilities

Include the following, other duties as assigned:

Program Support

- Actively and enthusiastically support recruitment efforts to ensure that the program is fully enrolled year-round.
- Attend health fairs, resource fairs, and community events, including occasional evening and weekend events; canvass communities (parks, libraries, laundromats, local businesses, clinics, etc.) to connect with families and share information about early childhood programming.
- Ensure that the sanitary conditions in the classrooms and bathrooms are maintained.
- Sweep up floor area and wipe and sanitize tables, toys, and equipment as needed to maintain sanitation and safety.
- Deep clean and sanitize program/classroom areas as assigned.
- Complete daily laundry for program.
- Prepare and distribute classroom materials as directed by teaching staff.
- Ensure that cleaning supplies are secured in the classroom.
- Perform other duties deemed necessary.

Program-Specific Activities

- Ensure compliance with all Early/Head Start Program Performance Standards, including as interpreted by the Start Early (Grantee), and with relevant federal, state, city, and accrediting/licensing body regulations and requirements.

- Engage in Active Supervision strategies to support the safety, wellbeing, and appropriate supervision/oversight of children.
- Act in accordance with the program's Standards of Conduct, building respectful relationships with families, honoring parents/caregivers as their children's first and most important teachers, and maintaining strict child, family, and staff confidentiality at all times.
- Maintain updated knowledge on early childhood education and child development through in-service training, continuing education, and other professional development.

Participant Service Delivery

- Work and support the teaching teams in room set-up, classroom activities, nap time and meals.
- Encourage children to assist in set-up and clean-up, interest areas, activities, and meals.
- Actively participate in the classroom activities: interest areas, indoor/outdoor play, field trips.
- Supervise children during rest periods.
- Assist in moving children through the daily routine and activities.

Administrative Tasks

- Approve time sheet and ensure compliance with agency and funder guidelines, ensuring that daily activities are within the allowable activities approved by the agency.
- Ensure that the Special Conditions list is accurate and current.
- As indicated, assist in completing incident reports and other administrative tasks.

Performance & Quality Management

- Nurture positive and collaborative working relationships with other agency staff and outside stakeholders and partners.
- Implement the agency mission, philosophy, and core values to direct daily work and decision-making; adhere to agency policy.
- Cultivate a professional and respectful work environment.
- Be actively involved with, and knowledgeable about, the agency's Performance Quality Improvement (PQI) structure and process.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to pre-employment screening that includes a medical, lift and drug and alcohol screening, as well as aptitude and skills' testing, where applicable.

Education/Experience:

Program Aid must have a high school diploma or equivalency certificate (GED). The program aide shall work under direct supervision of an early childhood teacher and shall not assume full responsibility for a group of children.

Language Skills:

Bilingual Spanish preferred.

Computer Literacy & Knowledge Skills Abilities:

Basic computer skills for activities such as completing time sheets and using incident reporting software.

Mathematical Skills

Basic mathematical skills are required.

Operating Environment and Working Relationships:

Works collaboratively and routinely with agency personnel, participants, visitors, funders, and other stakeholders. From time to time may be required to work on weekends and/or holidays.

Decision Making Authority:

Exercises discretion and sound judgment in executing tasks.

People Management

Positive communication skills with staff and families.

Remote Work/Technology (WIFI)/Mobile Phone Usage:

Not eligible for remote work. A personal mobile phone is not required and therefore not eligible for mobile phone reimbursement.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and listen. The employee frequently is required to use hands. Must be able to lift and carry up to 25lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. This job description's content is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature/ Firma de Empleado: _____

Date/ Fecha: _____

