



Position Description: Teacher/Program Aide

Department: Early Learning Academy (Center-Based)
Exemption: Non-Exempt
Reports to: Program Director, Center-Based Early Learning Academy
Titles Reporting to Job: None

Position Description

Last Reviewed: July 21, 2020

Last Revised: July 21, 2020

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 education services for children ages two to five. The Teacher/Program Aide shares responsibility for the health, safety, sanitation, and nutrition components of the program, in line with Early/Head Start, Preschool for All/Prevention Initiative, DCFS child care licensing and CACFP meal program requirements. Punctuality and attendance are critical to maintaining classroom continuity.

Essential Duties and Responsibilities:

Agency

1. Nurture positive and collaborative working relationships with other agency staff and outside stakeholders and partners.
2. Implement the agency mission, philosophy, and core values to direct daily work and decision-making; adhere to agency policy.
3. Cultivate a professional and respectful work environment.
4. Be actively involved with, and knowledgeable about, the agency's Performance Quality Improvement (PQI) structure and process.
5. Approve time sheets and ensure compliance with agency and funder guidelines, ensuring that daily activities are within the allowable activities approved by the agency.

Early Learning Academy – All Staff

1. Ensure compliance with all Early/Head Start Program Performance Standards, including as interpreted by the Ounce of Prevention Fund (Grantee), as well as with relevant federal, state, city, and accrediting/licensing body regulations and requirements.
2. Actively and enthusiastically support recruitment efforts to ensure that the program is fully enrolled year-round.

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3. Engage in Active Supervision strategies to support the safety, wellbeing, and appropriate supervision/oversight of children at all times.
4. 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.

Early Learning Academy – Teacher/Program Aide

1. Ensure that the Meal Participation Sheets are accurately recorded, tallied, and turned in to the Administrative Assistant.
2. Ensure that the Special Conditions list is accurate and current.
3. Ensure that the sanitary conditions in the classrooms and bathrooms are maintained.
4. Work with the teaching teams in room set-up, classroom activities, nap time and meals.
5. Sweep up floor area and wipe and sanitize tables, toys, and equipment as needed to maintain sanitation and safety.
6. Encourage children to assist in set-up and clean-up, interest areas, activities and meals.
7. Actively participate in the classroom activities: interest areas, indoor/outdoor play, field trips.
8. Deep clean and sanitize program/classroom areas as assigned.
9. Complete daily laundry for program.
10. Supervise children during rest periods.
11. Assist in moving children through the daily routine and activities.
12. Prepare and distribute classroom materials.
13. As indicated, complete incident reports and other administrative tasks.
14. Maintain updated knowledge on early childhood education and child development through in-service training, continuing education and other professional development.
15. Share responsibility with the teacher for field trips, name tags, emergency forms, first aid kit, and permission slips (distributing and collecting).
16. Complete the Health and Safety checklists, First Aid Kit checklists, bus ride checklists, and ensure that cleaning supplies are secured in the classroom.
17. Perform other duties deemed necessary.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills testing. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to perform the essential functions.

Education/Experience:

Child Development Associate (CDA) or twelve credit hours in Early Childhood Education or proof of enrollment/attendance in ECE courses or a CDA program required.

Language Skills:

Bilingual/Bicultural in English and Spanish.

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.

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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.

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 hear. The employee frequently is required to use hands. Must be able to lift a 50 lb. child.

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. The content of this job description 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: _____

Date: _____