



# Community Action Committee of Pike County

## Child Care Center Aide

**Position Overview:** Early Childhood Programs Division of CAC. Shall assist other teaching staff in the education, safety, and well-being of children enrolled in the Early Childhood Programs.

**Qualifications:**

- Center Based Child Development Associate (CDA) credential or qualifying degree, or
- 640 hours' experience working with children in a center based setting and high school diploma or GED or, High School diploma or GED.

**Preference:**

- Preference given to candidates with early childhood college courses or degree based on number of credit hours or level of degree.
- Preference given based on length of experience working with children under the age of six.

Preference given to applicant with Commercial Driver's License (CDL) or willing to complete CDL pre-service training and obtain certification within one (1) year from hire date. Must be at least 21 years of age and be insurable under agency insurance policy to drive agency vehicles with clients.

**Requirements:**

- Ability to lift 40 pounds, stoop and bend to speak with children at their level.
- Must possess audio and visual skills to care for young children.
- Complete all ODJFS/ODE licensing and HSPPS requirements for staff files as documented on prescribed forms including: physical exam and/or T-8(V) exam; updated immunizations; three references; permission to obtain a copy of a BCI and FBI background check; 15 hours related training per year; and Communicable Disease, CPR, First Aid, and Child Abuse Prevention Training.
- Valid Ohio Driver's License, reliable transportation, up-to-date proof of insurance and be insurable under the agency's insurance policy.

### **Deadline: March 12, 2019**

**Please complete our application and mail with resume and cover letter to 941 Market Street, Box 799, Piketon, Ohio 45661. Applications are available at [www.pikecac.org](http://www.pikecac.org) and at our office in Piketon.**

*The Community Action Committee of Pike County creates opportunities for individuals and families to reach their highest level of independence and self-sufficiency.*

**The Community Action Committee of Pike County is an Equal Opportunity Employer/Equal Provider of Services.**

Job Title:	Child Care Center Aide	Department:	Early Childhood Program
Job Level:	4	Hours:	Up to 40 Hours Weekly
Supervisor:	5 w/CDA with Degree	FLSA:	Non-Exempt
As Assigned			
Human Resources Director's Signature:	_____	Date:	_____
Employee Signature:	_____	Date:	_____
Employee Printed Name:	_____		
			February 2019

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- A signed Standards of Conduct Form.
- Valid Ohio Driver's License, reliable transportation, up-to-date proof of insurance and be insurable under the agency's insurance policy.

**Essential Job Functions:**

**Child Development/Health/Disabilities**

- Supervise and monitor children at all times and employ active supervision techniques as outlined in the Early Childhood Supervision of Children procedure 09.03.00.47 shall only discharge a child to someone listed on child's emergency card.
- Shall meet and greet parents daily. Distribute written information as needed.
- Assist in meal preparation, removal of food waste and clean up. Will take trash to dumpster.
- Assist in collection of child care fees from parents. Shall work closely with Enrollment Coordinator or his/her designee to ensure that parents with unpaid fees are not permitted to leave their children in the classroom.
- Respond appropriately to crisis or emergency situations.

- Assist in giving other center staff adequate time for breaks while maintaining staff/child ratio. Hours may vary from 5:45 am to 6:15 pm. Will be expected to substitute for other team members to ensure the provision of services and to maintain staff/child ratio.
- Assist in the delivery of integrated curriculum plans.
- Follow a consistent schedule, which includes small group and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities.
- Will utilize intentional teaching strategies throughout the day to encourage experimentation, exploration, problem solving, cooperation, socialization, and choice making. Will ask open ended questions and listen respectfully.
- Assist in preparing classroom materials to support developmentally appropriate curriculum plans; create and change learning centers as needed.
- Assist in documenting ongoing assessments according to School Readiness Goals, the Head Start Child Development and Early Learning Framework, Ohio Early Learning Content and Development Standards.
- Conduct daily health checks to ensure that children are free from communicable diseases.

### **Parent, Family, and Community Engagement**

- Build trusting and respectful relationships with families that integrate their values, beliefs, and caregiving practices.
- Document all relevant contacts with parents on case notes per agency policy.
- Notify Family Services Coordinator or designated staff if a family needs or requests special resources or services.
- Encourage volunteerism and attendance to all parent activities and provide an atmosphere that promotes and reinforces family engagement in the classroom/on the bus.

### **Program Design and Management**

- Complete all required tracking of information and documentation attendance records and all other essential records required by the program in a timely and comprehensive manner.
- Assist with the general maintenance, security of facility, inventory of equipment and supplies. Shall request supplies as needed to ensure provision of services.
- Participate in program planning and on-going monitoring including the Program Self Assessment, Program Plans, Strategic Plan, etc.
- Responsible for reading and adhering to all agency policies and procedures, Ohio Department of Job and Family Services Licensing Rules and/or Ohio Department of Education Licensing Rules for Preschool Children and Head Start Performance Standards.
- Responsible, along with other staff, for keeping center, office, kitchen and supply areas clean and orderly.
- Assist with other duties as defined by assigned supervisor when other work is necessary to fulfill the obligations of the Early Childhood Program and/or CAC.

### **Enrollment, Recruitment, Selection, Eligibility, and Attendance (ERSEA)**

- Participate in recruitment and enrollment as necessary to ensure that full enrollment is maintained.

### **Accountabilities:**

- Accountable to the assigned supervisor for completion of assignments and to the high standards of accuracy, attention to detail, and timely completion of work.
- Expectations include: a pleasant demeanor, a positive attitude, a willing spirit and team commitment. Must behave and act in ways between and among co-workers that is conducive to team work, cooperation and an overall effort to ensure a pleasant and positive work atmosphere. Must maintain a courteous, professional demeanor with children and families and maintain a positive reflection of CAC and the Early Childhood Program.
- Must handle confidential information in accordance with agency policy.

- Adhere to all agency safety policies and procedures.
- Must immediately divulge information to supervisor if convicted of criminal offenses prohibited on the Statement of Non-Conviction form and/or traffic offenses that could affect agency insurance coverage.
- Is aware that social networking sites are banned during work time unless they are program specific.
- Must be willing to engage in professional development efforts, including occasional overnight stays, as available to the position and requested by supervisor.

**Non-Essential Job Functions:**

- Committee assignments.

This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

*The mission of the Early Childhood Program is to join with our community in strengthening families and improving the quality of life for children.*