

**JOB DESCRIPTION**  
**Early Learning Center Caregiver Aide**

- |  |                                   |
|--|-----------------------------------|
| 1. Little Dixie C.A.A.                     | 2. Program: Early Learning Center |
| 3. Reports To: Center Director             | 4. Title: Caregiver Aide          |
| 5. Grade: 2                                | 6. Date: December 2019            |
| 7. Approved By: Rebecca Reynolds <i>RR</i> | 8. Status: Non-Exempt             |

**JOB SUMMARY:**

The Early Learning Center Caregiver Aide assists in creating and managing an attractive, warm, and challenging learning environment for infants and toddlers, incorporating appropriate early intervention, learning and care activities which meet the needs of the group as well as those of individual children and families. Ability to read, speak and write with proficiency in English language. Provide and maintain a safe environment. Maintain regular attendance.

The Caregiver Aide will assume responsibility for continuing pre-planned classroom activities in the absence of the Teacher/Caregiver; administer planned instructional activities and evaluate children as directed by the Early Head Start Teacher. This is a safety sensitive position.

**ON THE JOB SKILL REQUIREMENTS:**

Must demonstrate ability to work effectively with people, possess excellent problem solving, planning, and organizational skills. Be patient, able to resolve conflicts, gentle, kind, creative, resourceful, detail and multi-task orientation with a strong desire to succeed and be able to cope well with stress.

**ENVIRONMENTAL FACTORS/WORKING CONDITIONS:**

Enclosed facility, classroom and office environment; floors may be vinyl tile or carpeted; may come into contact with childhood diseases and blood on occasion; occasional home visits are conducted in family homes.

**DUTIES AND RESPONSIBILITIES:**

1. Adhere to NAEYC standards (where applicable).
2. Assist in implementing EHS/EHS-CC curriculum and Early Head Start Performance Standards for Early Head Start and Early Head Start-CC classrooms. Provide input into preparation of appropriate daily lesson plans in advance that include both indoor and

outdoor activities; are individualized and based on the infants/toddlers own needs, interest and schedules; and, include multicultural educational materials and activities, family-style meals and other elements, as appropriate.

3. Assist in organizing the classroom according to developmental levels and individual need of the infant or toddler, ensuring: the development of trust and emotional security; opportunities to explore a variety of sensory and motor experiences; opportunities for the development of self awareness, autonomy, and self expression; and opportunities for gross and fine motor development.
4. Assist in ensuring infant and toddler classrooms are homelike, safe, sanitary, and free of clutter. Assist in organizing the classroom in rudimentary learning centers that are well defined, rotating materials routinely to create a stimulating environment. Provide for diaper changing and toilet training functions in the classroom in a safe, sanitary and developmentally appropriate manner.
5. Promote the development of secure relationships with infant/toddlers assigned by assuring primary and continuity of care. Relate to infants and toddlers in a calm, caring, nurturing, soothing manner, responding to all cries, babbles, and talks, using appropriate child guidance techniques at all times. Stay involved with the children at all times during the day.
6. Assist Teacher/Caregiver with training parents and volunteers in planning and implementing appropriate activities.
7. Substitute in classrooms as needed.
8. Assist in maintaining a clean, safe learning environment at all time.
9. Provide meals and snacks to the children according to their age, development and needs. Feed infants according to their home schedule, hold them every time they are fed, and share information about their eating with their parents daily. Assist with family style dining with toddlers when they are ready and implement according to program policy and procedures, CACFP and EHS Performance Standards.
10. Greet parents and children pleasantly and appropriately, ensuring a smooth transition into the center, a positive home-center connection and a family partnership. Maintain ongoing professional and appropriate communication with parents through a variety of methods and sends activities home that Parents can do with their children to support the curriculum and the child's learning. Encourage parents to become involved in workshops, training and other Head Start activities.
11. Maintain and assist in maintaining accurate attendance records, food reports, in-kind reports and other record keeping and reports, as required. Keep all records and family information confidential. Participate in program training, weekly staff meetings, and case management meetings. Assist with maintaining supplies.
12. Smoking will not be allowed on Head Start property. Additionally, no vulgar language is allowed. Cell phone use will be limited to emergency use only.
13. Must be able to sit and eat with children at mealtimes sharing the same menu. A physician's statement must be obtained for special dietary needs. Pleasant child-oriented

conversation should take place during mealtimes. No sodas, tea or other drinks other than water is allowed to be consumed while children are present.

14. Maintain an environment that is tolerant and respectful of child and family cultures, values and differences. Assist Non-English speaking families.
15. Provide all information requested for program documentation in a timely manner.
16. Assist other staff with projects as requested. Perform other duties as assigned and reasonably within scope of duties listed above.
17. Recruit on behalf of Head Start by following recruitment procedures. Post flyers, signs, and Head Start applications in community.
18. Continue professional growth by participating in classes, training programs, workshops and conferences as the budget allows. Attend and participate in in-service training and any other training, meeting or workshops as deemed necessary by the HS/EHS/EHS-CC Director or Executive Director.
19. Become knowledgeable and maintain an understanding and support the philosophies, theories and the mission of Early Head Start/Head Start and Little Dixie Community Action Agency, Inc.
20. The listed job functions, duties and responsibilities do not necessarily include all activities that the incumbent may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

#### **SUPERVISORY RELATIONSHIP:**

The Caregiver Aide works under the supervision of the Center Director and exercises no supervision over other employees.

#### **EDUCATIONAL AND OTHER QUALIFICATIONS:**

1. High School Diploma or GED.
2. Obtain an Infant/Toddler CDA within one year of hire and take the necessary steps to maintain the CDA.
3. Obtain within 90 days of hire and maintain first aid and infant/toddler CPR certification.
4. Obtain OSBI and DHS state Registry, and a Federal Background Check clearance prior to hire and during employment as required. Must not have pending charges, entered a plea of guilty or nolo contendere, or been convicted of: any criminal activity involving violence against a person; child abuse or neglect; possession, sale or distribution of illegal drugs; sexual misconduct; or an act of gross irresponsibility or disregard for the safety of others or a pattern of criminal activity; or required to register pursuant to the Sex Offender Registration Act or any person required to register under the Mary Rippe Violent Crime Offenders Registration Act.
5. Must provide documentation of physical health examination; obtain an annual health exam, and TB screening.

6. Possess an understanding of the needs of low-income families and an appreciation for the role of the parents as primary educators of their children.
7. Must have reliable transportation, valid driver's license and auto insurance.

**MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

1. Must be able to sit/stand in a stationary position 50% of the time, stoop, bend; walk, talk; hear, use hands to grip, type, reach with hands and arms, occasionally required to stand or walk on uneven surfaces, and climb stairs, run short distances, crawl on floor with children,
2. Frequently must be able to move about inside the center to access classroom or office equipment, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, computer and printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 30 pounds or more.
6. Frequently must be able to lift at least 30 to 40 pounds and lift arms about shoulders, and spend time daily sitting on the floor with children.
7. Constantly must visually monitor the behavior, learning, and activities of children.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is **non-exempt** from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)