

LEWIS-CLARK EARLY CHILDHOOD PROGRAM JOB DESCRIPTION

TITLE: **PROGRAM AIDE (floating)**

EXEMPT/NON-EXEMPT: **NON-EXEMPT**

REPORTS TO: HUMAN RESOURCES COORDINATOR

ISSUE DATE: **8/09**

GENERAL POSITION SUMMARY:

This position will be performing services in various work areas in early childhood settings throughout the Lewis-Clark Early Childhood Program (LCECP) service areas. Some general areas are classroom, clerical, kitchen, custodial, and maintenance (this is not necessarily an all inclusive list but are the most common areas the Agency will need the services of the floating program aide). Regular attendance in this position is very important as it covers Agency approved absences of other staff. If a personal vehicle is used to get to assignment, mileage will be set by mileage calculated from the Lewiston Center to the assigned site or from the employee's home to the assigned site, whichever is less.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES WILL INCLUDE BUT ARE NOT LIMITED TO:

GENERAL DUTIES:

- Maintain acceptable attendance record.
- Maintain confidentiality and exercising sound judgment concerning privileged information regarding clients and staff.
- Maintain a clean, orderly, and safe work environment.
- Work effectively as a team member, and to give and receive information in a positive manner.
- Look for In-kind opportunities and record in-kind services appropriately for the agency.
- Other duties as assigned in all areas of service under your job descriptions or related areas.

CLASSROOM :

- Assume general responsibilities for preparing classroom for meal service, serving meals, eating with the children and clean-up after meals.
- Initiate preparation of tables and put out materials for activities in the centers, group time, etc.
- Participate in work/play activities with the children sitting down with them. Encourage conversation by interacting with individual and small groups of children. Assist children in concept development.
- Assist in classroom discipline and management in cooperation with the Teacher, Parent, and Family Advocate.

CLASSROOM : cont

- Assist with housekeeping duties such as clean-up, shelf straightening, dusting and vacuuming as need during class time.
- Observe techniques for facilitating children's learning. Discuss and implement with the other team members techniques for meeting individual needs of each child.
- Must be able to lift up to 50 pounds in emergency situations. This would enable one to lift a child weighing up to 50 pounds if it were an emergency.

CLERICAL:

- Answering multi-line telephone.
- Relaying calls/messages in a timely manner.
- Knowing staff positions so transfer of calls goes smoothly.
- Greeting and directing visitors in a positive and effective manner.
- Operating office machines.
- How to use the computer and common computer programs.
- General office functions and duties.

KITCHEN:

- Assist cooking staff with food preparation, and all aspects of kitchen cleanup and sanitation.
- Follow guidelines for appropriately feeding the age group of children being served.
- Transport food and dishes, etc as needed for the job.
- Diligently follow posted special food restrictions for specific children.
- Do appropriate paper work to document food service and meal counts, etc.
- Follow acceptable personal hygiene practices.
- Must be able to lift up to 20 pounds regularly. This would enable one to carry food products weighing 10-20 pounds.

CUSTODIAL:

- Empty trash cans, waste baskets and replace plastic liners throughout the assigned building(s) as directed.
- Clean all bathroom sinks and toilets daily. Check hand soap, toilet paper and paper towels daily and replenish when needed.
- Clean and disinfect drinking fountains daily.
- Wet mop vinyl floors in classrooms and kitchen every day.
- Clean other areas as assigned.

MAINTENANCE:

- Assist with the basic upkeep of yard, lawn and grounds areas.
- Assist with the upkeep of facilities such as painting, minor repairs, etc.

JOB SCOPE:

- Flexibility to work in various jobs as assigned.
- Attendance is extremely important in this position

SUPERVISORY RESPONSIBILITIES:

- NONE

INTERPERSONAL CONTACTS:

- It is an expectation of all LCECP employees and trainees that while performing their duties at LCECP they assure that all adults and children are treated with unconditional, positive regard.
- May have direct contact with clients, staff and public.
- Employees are required to report anything that comes to his/her attention that might be considered illegal or a breach of LCECP's policies or standards. Such issues, etc. may come to employees from parents and/or community members as well as co-workers during the course of performing their duties.

EDUCATION AND EXPERIENCE:

- Must be able to give and receive information in a positive manner.
- Read, write and speak adequate English to complete necessary plans and records, as well as be able to communicate effectively.

SPECIFIC JOB SKILLS:

This position will need:

- To have the ability to work effectively as a team member in assigned areas.
- To be able to give and receive information in a positive manner.
- To have the ability and willingness to conduct ongoing positive interpersonal interactions with individuals and groups of children and adults.
- To acquire a basic understanding of child development and be willing to learn new skills.
- To cooperate with program staff and demonstrate team approach in working with clients.

JOB CONDITIONS:

- Must pass a Health Screen and a criminal background check that meets required state, federal, and LCECP standards.
- Must have regular attendance as this position covers Agency approved absences of other staff.
- Must be able to lift up to 50 pounds as described in the essential functions sections.
- Must possess a valid driver's license; have an acceptable driving record; have a safe, dependable vehicle available for possible business use; and provide proof of current vehicle insurance adequate to meet state insurance requirements.

JOB CONDITIONS: cont:

- This position requires the employee to work in an early childhood environment. This includes needing to be physically down on a child’s level when interacting with them and to work with parents from an array of cultural, ethnic and socio-economic backgrounds on a regular basis. This position requires physical motions which include: bending, stooping, reaching, standing, sitting on the floor as well as regularly lifting and carrying food products weighing up to 20 pounds to and from the classroom or while in the kitchen.

Requirements by Percentage of the Workday

Physical Requirements	0-10%	10-25%	25-50%	50-75%	75-100%
Lifting			X		
Standing			X		
Walking			X		
Running		X			
Bending/Crouching		X			
Kneeling/Crawling		X			

Lifting weight	0-10%	10-25%	25-50%	50-75%	75-100%
Less than 10#			X		
10-25#		X			
25-50#	X				
50-75#	X				
75+#	X				

Environmental Exposure	0-10%	10-25%	25-50%	50-75%	75-100%
Hot		X			
Humid		X			
Cold		X			
Wet/Damp		X			
Machinery*	X				
Risk of burns/chemical exposure		X			
Outside elements (sun, rain, etc)		X			
Loud (above normal class level)	X				

*Machinery: Working on machinery, running machinery, exposure to vibration, spinning shafts, blades, belts, boilers, blowers etc.

Additional Requirements

Math Requirement

- Basic math, simple fractions such as measurements, ability to perform addition, subtraction, multiplication, division using a calculator.

Language Requirement

- Ability to understand more complex spoken or written instructions, ability to gather meaning from longer passages, ability to convey moderately complex ideas.

Reasoning

- Ability to apply general guidelines to a wide variety of situations with several variables.

This job description is not a contract for employment. Duties may be changed at the Administration's discretion. The employee is expected to do other duties as assigned, which obviously fall within the scope of this job. The Lewis-Clark Early Childhood Program is an "At Will" employer.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call, toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

I have read and understand, the duties and expectations of this position and commit to carrying them out to the best of my ability for as long as I hold this position with Lewis-Clark Early Childhood Program.

Employee' s signature

DATE

I have gone over this job description with this employee

Supervisor' s Signature

DATE

Date of Board Approval: 8/27/09

Date of Policy Council Approval: 8/20/09