

SCHOOL DISTRICT OF ALACHUA COUNTY

AIDE – HEAD START, EXTENDED DAY

JOB DESCRIPTION

FLSA: Non-Exempt **BARGAINING UNIT ELIGIBILITY:** Yes
PAY 22 **SALARY SCHEDULE:** Education Support Professionals
GRADE:

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Completion of Early Childhood Education training
- (3) Experience in early childhood education, preferred.
- (4) Pediatric First Aide/CPR Certification.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to lead and implement enrichment activities for Head Start students. Ability to meet and interact with the public. Ability to operate computers and specific software. Knowledge of basic office equipment. Ability to perform a multitude of clerical tasks and complete repetitive duties without close supervision. Ability to work alone or as part of a team. Good oral and written communication skills. Basic mathematical skills. Good organizational skills. Ability to relate and work with students/adults in a positive manner. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with students, parents, staff and administrators.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To assist the Head Start Activity Leader in providing program services for Head Start/VPK children in the Extended Day Program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist the staff in the implementation of the content area performance standards.
- * (2) Provide ongoing guidance, training and evaluation of program objectives.
- * (3) Assist the activity leader and/or coordinator in the implementation of Early Childhood Extended Enrichment activities.
- * (4) Assist with general clerical and administrative tasks, as required.
- * (5) Assist the activity leader in preparing materials and equipment for student activity, including locating, copying, collating, distributing and/or grouping materials supporting pre-planned activities.
- * (6) Assist with scheduling space for specialized programs and coordinating the arrangement of equipment, desk, table, chairs, activity area and the like.
- * (7) Lead small group activities planned by the supervisor.
- * (8) Assist in the implementation of appropriate student behavior management techniques.
- * (9) Provide student supervision as assigned.

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- *(10) Assist in maintaining the security of records, materials and equipment.
- *(11) Provide assistance as planned or coordinated by the supervisor.
- *(12) Perform assigned clerical and bookkeeping duties.
- *(13) Adhere to applicable safety standards.
- *(14) Attend all staff meetings and workshops.
- *(15) Assist with maintaining a clean and orderly environment for students.
- *(16) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(17) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- *(18) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(19) Demonstrate initiative in the performance of assigned responsibilities.
- *(20) Demonstrate support for the school district and its goals and priorities.
- *(21) Exhibit interpersonal skills as an effective team member.
- *(22) Follow attendance, punctuality and proper dress rules.
- *(23) Maintain confidentiality regarding school/workplace matters.
- *(24) Maintain expertise in assigned area.
- *(25) Manage time efficiently.
- *(26) Model and maintain high ethical standards.
- *(27) Participate in cross-training activities as required.
- *(28) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(29) Prepare all required reports and maintain updated and accurate.
- *(30) Respond to inquiries and concerns in a timely manner.
- *(31) Perform other duties as assigned.
- *(32) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 04

Adopted 8/2/11