



Inter-County Community Council Bagley Center Classroom / Kitchen / Bus Assistant Position Description

Position Purpose

To assist and cooperate in a supportive role to the teacher in carrying out developmentally appropriate activities for a classroom setting. Assist with the daily preparation and clean up of lunches and snacks, monitor children on the playground and accompany teachers and children on field trips. Promote health, safety, nutrition and the education of the children in the classroom.

Essential Job Responsibilities: Performance Indicators

Classroom / Kitchen Activity

1. Help promote communication, play and socialization between children in the classroom.
2. Assist with developmentally appropriate activities in the classroom to promote growth and learning in all developmental areas. Specific activities will be assigned by Center Teachers on a daily basis, according to the daily schedule.
3. Prepare kitchen for breakfast, lunch and snack – set up tables before, clean up after, return materials to proper locations.
4. Perform required care-giving activities for children, i.e. assist with toothbrushing, toileting, dressing, etc.
5. Assist with implementation of behavior guidance techniques and monitor progress & effectiveness.
6. Assist with classroom preparation, i.e. photocopying, making resources (such as playdough), distributing materials, and routine cleaning.
7. Assist with transportation as necessary, serving as a bus monitor.
8. Routinely communicate observations and progress of children with Center Teacher.
9. Insure that professional ethics and confidentiality are maintained.
10. When necessary, assist with Family Events as directed by supervisor.
11. Provide support of achievement of ICCC Head Start's school readiness goals for enrolled children.

Staff Trainings / Meetings, Community Collaboration, Misc.

1. Be familiar with, understand and follow the Federal Head Start Performance Standards.
2. Be familiar with, understand and follow the ICCC Personnel Policies and values.
3. Engage parents in volunteering, community service, and other ways of contributing to program activities and services.
4. Attend meetings, staffing, trainings, and professional development activities as appropriate to maintain current credentials.
5. Attend all in house staff training opportunities as assigned.
6. Participate in strategic planning, program self-assessment, and other efforts for program improvement.
7. Attend mid-year and annual performance evaluation and complete annual goal setting to improve job performance.

Minimum Requirements:

- Minimum of high school diploma / GED, Child Development Associate (CDA) preferred.
- Prefer a minimum of one year experience in a preschool classroom or related coursework / education.

Knowledge, Skills and Abilities:

- Ability to work in a professional manner with others in a team environment.

- Ability to closely monitor and supervise the needs of children.
- Ability to respond to behavioral issues with appropriate behavioral guidance techniques.
- Daily kneeling, stooping, bending, and sitting on the floor to attend to children's needs.
- Must have a valid MN Driver's License and proof of insurance.
- Prior to hire and annually upon return to employment, must pass a MN Background Study.
- Prior to hire, must be approved by ICCC Head Start Policy Council.

Position Information

- 34 hours / week, 9 month Position; additional hours as needed for staff days / training or additional cleaning
- Immediate Supervisor: Child Services Coordinator
- Salary Range: Grade 03
- Non-exempt
- Working Hours: Primarily 7:45 am – 3:15 pm (Monday-Thursday), some Fridays for class, cleaning, training days, flexibility for family events / training
- Office Location: Bagley Center / Oklee Office for scheduled Staff Training Days

Updated: 8/18