



**Inter-County Community Council  
Head Start Department  
Position Description**

**Position Title: Aide**

**Reports to:** Lead Teacher  
**Schedule:** Full Time: 40 hours/week/10 months: Monday-Thursday 7:30 AM – 4:30 PM,  
Fridays 8:00 AM – 12:00 PM  
**Location:** Thief River Falls; Oklee Office for staff / training days  
**Classification:** Non-Exempt  
**Pay Range:** Grade 04

**Summary**

To assist and cooperate in a supportive role to the classroom team in carrying out developmentally appropriate activities. Assist with daily preparation, cleaning, and monitoring of children. Promote health, safety, nutrition and the education of children.

**Duties and Responsibilities/Essential Functions**

- Help promote communication, play and socialization between children in the classroom.
- Prepare eating area for breakfast, lunch and snack. Participate in all meals. Clean up following meals/snacks.
- Assist with toothbrushing, toileting, dressing, handwashing, and learning of other self-help tasks.
- Assist with implementation of behavior guidance techniques.
- Assist with supervision of indoor and outdoor activities, monitoring child safety at all times.
- Assist with classroom prep, including photocopying, making resources, distributing materials.
- Complete daily and deep cleaning and documentation.
- Assist with transportation as a bus monitor, as needed.
- Provide support for achievement of ICCC Head Start's school readiness goals for enrolled children.
- Develop a comprehensive understanding of, and follow the Federal Head Start Program Performance Standards; MN state licensing guidelines; department policies and procedures, including the Code of Ethical Conduct; and any other rules and regulations of the program.
- Prioritize and plan work activities and use time efficiently and effectively.
- Maintain a good working relationship with co-workers, funders, vendors and other organizations relevant to the Head Start program and/or community action agency.
- Attend required meetings, training, seminars, and conferences as needed/required to enhance expertise and professionalism in agency activities as scheduled by the Director and/or funding source, outside agencies, etc. to fulfill job/project(s) requirements
- Perform all other duties as assigned by Supervisor and/or Director.

**Education and Experience**

- Minimum of high school diploma / GED, or acquire within the 1<sup>st</sup> year of employment. Prefer a CDA (Child Development Associate).
- Prefer a minimum of one year experience working with preschool age children.

**Key Competencies**

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are comprehensive of the knowledge, skill and/or ability required:

- Reliable, regular attendance.
- Basic to intermediate computer skills, including internet and e-mail.
- Effectively organize, prioritize, solve problems and handle multiple tasks while maintaining high quality of work and meeting deadlines. Frequent use problem solving abilities. Ability to respond appropriately to an emergency or crisis situation.

- Ability to supervise and monitor children at all times to ensure a safe environment. This includes the physical ability to monitor and move quickly in order to respond to children who are very active and may need redirection in order to insure their safety or the safety of others.
- Ability to respond competently and positively to the culture, traditions, lifestyles, language and values of each individual, family, and community.
- Ability to maintain the integrity of confidential employment, client and business information.
- A positive ambassador of ICCC and its mission as you represent the agency by your actions and by your language, following ICCC Code of Conduct.
- Display a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts and participants served.
- Good communication skills; verbal and written.
- Pass a criminal background check prior to hire date.
- Proof of a valid state ID or driver's license. Travel to various locations for training and networking opportunities.

### **Physical Demands**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: While performing the duties of this Job, the employee is required to:

- Regular walking, standing, kneeling, bending, sitting on the floor, and sitting at a desk. Be able to run after children in emergencies.
- Accompany children and participate with running, jumping, skipping, walking, swinging, etc.
- Frequently lift and/or move up to 10 pounds. Occasional lifting up to 40 pounds.
- Specific vision abilities required by this job include; close vision, distance vision, and the ability to adjust focus.
- Specific hearing abilities required by this job include the ability to hear children at all times while in your care.

### **Work Environment**

Employee will be located in a classroom as a member of a team. An office or desk space will be provided for paperwork and planning. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Acknowledgement**

This job description describes the general nature and level of work performed by an employee assigned to this role. It does not imply that these are the only duties and responsibilities to the job. The employee may be required to perform other duties as requested by the Supervisor/Director. All requirements are subject to change over time.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

I acknowledge that this job description is neither an employment contract nor a legal document and does not alter the employment at-will status. I have received, read, and understand the expectations for the successful performance of this job.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date