



BLAIR COUNTY HEAD START

POSITION DESCRIPTION

NAME:
JOB TITLE: Classroom Support Staff

FLSA STATUS: Non-Exempt
DEPARTMENT: Education
PAGE: 1

OVERALL PURPOSE OF JOB:

This position is responsible to provide classroom support for the purpose of enhancing the educational experience for three to five year olds in a safe ~~and healthy classroom~~ environment.

CORE ORGANIZATIONAL SUCCESS FACTORS:

1. COMMUNICATION

PERFORMANCE MEASURES:

- Openly communicates necessary information with accuracy in a timely manner. Check e-mail ~~and voicemail~~ daily and use basic word processing ~~and company management systems. (i.e. Child Plus)~~ to create written communication.
- Refrains from divulging confidential information ~~regarding students, families or employees.~~
- Prepares legible documentation.
- Effectively listens and completely reviews documentation before commenting.
- Communicates all information, opinions, and ideas in a positive manner ~~including on social media.~~

2. CUSTOMER SERVICE

PERFORMANCE MEASURES:

- Is aware of the potential impact of own attitude and behaviors and makes appropriate adjustments to assure that communication and services are purposeful and appropriate.
- Demonstrates knowledge of how different parts of the organization fit together when providing service to clients.
- Recognizes the successes of staff and clients.
- ~~Responds to internal and external customer service inquiries in a timely manner.~~

3. PROFESSIONALISM

PERFORMANCE MEASURES:

- Demonstrates respect, honesty, integrity, and fairness to all.
- Gains knowledge to ensure competency which leads to professionalism.
- Demonstrates a willingness to use knowledge gained and to distribute it to others.
- Follows work procedures, policies, and ~~the Head Start service plan~~ **Head Start Program Performance Standards.**
- ~~Represents agency in a professional manner when attending any agency program or event.~~

4. RESPONSIBILITY/ACCOUNTABILITY

PERFORMANCE MEASURES:

- Makes rational decisions and is answerable for those decisions.
- Attends work, meetings, and appointments regularly and on-time.
- Completes follow-up/follow-through with assignments and decisions.
- Maintains responsibility and accountability for program resources such as time, money, equipment, etc.
- ~~Follows all policies and procedures in Employee Handbook.~~
- ~~Follows Recognizing Child Abuse and Mandated Reporter procedures.~~

5. TEAMWORK

PERFORMANCE MEASURES:

- Strives to be "solution-focused" rather than "problem-focused" and presents recommendations that best meet the needs of clients, the organization, and community.
- Maintains constructive team relationships, coordinates effective goals, and identifies/plans ways to effectively work together with other team members.
- Demonstrates flexibility and adaptability to change.
- ~~Attend Agency events as needed.~~



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ESSENTIAL FUNCTIONS

1. Observation: Assist in the assessment of each child's development on an on-going basis.

PERFORMANCE MEASURES:

- Interact daily during Center Time to observe and document child progress as assigned by Teacher.
- Contribute observation information for completion of Teaching Strategies Gold. ~~3 times per year.~~
- Evaluate gross motor and fine motor development of all children.
- ~~Complete one observation per focus child per day, in the areas of Physical Development and Science and Technology.~~
- Assess health of each child daily.
- Promote healthy habits.
- Promote oral health practices by assisting children to brush their teeth with toothpaste containing fluoride daily.
- Encourage independence and self-help skills.
- Use transition times for learning.

2. Documentation: Maintain administrative documentation.

PERFORMANCE MEASURES:

- Complete assigned documentation accurately and within assigned deadline.
- Utilize ChildPlus software to complete ~~daily attendance~~ and meal counts.

3. Planning: Plan appropriate activities for child skill enhancement.

PERFORMANCE MEASURES:

- Plan and implement four (4) Health, Safety or Nutrition activities per month reflecting **Head Start** Performance Standards.
- Submit **CSS Monthly** Planning Report to Teacher on monthly planning day.
- Complete and submit CSS Lesson Plan for Health, Safety or Nutrition activities **monthly on monthly planning day.**

4. Classroom environment: Contribute to a safe, stimulating environment.

PERFORMANCE MEASURES:

- Supervise and be aware of the location of all children at all times.
- Promote safety in the classroom by following all safety guidelines.
- Model and encourage hand washing, dressing/undressing, toileting, care of personal property and mealtime expectations.
- Support an overall positive tone to the environment by using positive guidance, positive communication and provide opportunities for learning through transition times.
- Use transition times for learning.

5. Evaluation: Identify and refer children with special needs.

PERFORMANCE MEASURES:

- Participate in KID meetings as assigned.
- Alert Teacher to concerns regarding child progress.

6. Family Engagement: Engage families in each child's Head Start experience.

PERFORMANCE MEASURES:

- Provide support and assistance to families and volunteers in classroom routines.
- Serve as a training resource to parents/guardians for nutrition, health information and physical development.
- Participate in special events as assigned.
- Interact with families in a positive manner to encourage communication.
- Offer and encourage volunteer opportunities.
- Support the provision of individual volunteer opportunities to ensure every family's involvement; make progress toward meeting ~~the Program's Family Engagement goals~~ **individual family goals.**



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7. Assist in the implementation of school readiness initiatives.

PERFORMANCE MEASURES:

- Support classroom and individual child progress toward school readiness goals.
- Demonstrate knowledge of school readiness goals which is evident in through intentional classroom planning.
- Assist in the implementation of the classroom school readiness improvement plan-Child Outcomes Action Plan.

8. Development: Seek out and participate in opportunities to enhance personal and professional growth.

PERFORMANCE MEASURES:

- Attend all scheduled meetings and trainings.
- Engage in on-going staff development to improve personal and professional skills and knowledge.
- Maintain confidentiality and compliance with HIPAA requirements.
- Maintain development hours as required by QRIS System.

9. ~~In outlying centers,~~ Assist in the daily operations of the facility.

PERFORMANCE MEASURES:

- Perform various duties to ensure the safe operation of the facility.
- As assigned, complete the Classroom Safety Checklist and **Daily** Playground Safety Checklist ~~on a daily basis~~ and submit to the Facilities Division Assistant within the assigned deadline.
- Assist in conducting monthly classroom practice fire drills in accordance with Head Start Performance Standards and internal policies and procedures.
- Ensure all facility entrances/exits are safe for children, staff and parents.
- ~~Coordinate delivery of meals and~~ Ensure all meals meet regulatory requirements.

OTHER DUTIES OF JOB

1. Provide coverage for absent Teacher Assistant.
2. Order assigned supplies as necessary **per Agency policy and procedures.**
3. Perform other ~~related~~ duties as required.

SUPERVISION RECEIVED

Supervision is **typically** received from the ~~Classroom Teacher~~ and-CDE **Education** Supervisor.

SUPERVISION ADMINISTERED

This position **typically** does not require the supervision of staff.

QUALIFICATIONS

EDUCATION

- High School Diploma or General Education Degree (GED).

EXPERIENCE AND/OR TRAINING

- ~~No~~ Experience or training, **preferred.**

LICENSES OR CERTIFICATIONS

- Valid Driver's License
- **Valid auto insurance**
- ~~Pediatric First Aid Certification~~ **Valid First Aid/CPR Certification**
- ~~CPR Certification to include Pediatric CPR~~
- ~~Required criminal history and child abuse clearances~~ **Act 34, 83, 151 Clearances**



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MENTAL DEMANDS (Changed to a 2 column format and copied demands to be the same as a Teacher)

- Concentration/Attentiveness
- High Level of Record Keeping
- Manage Multiple Projects/Tasks
- Respond to Angry/Upset Individuals
- Read and comprehend instructions/work orders
- Ability to adapt to a constantly changing work environment
- **Ability to manage multiple projects/tasks**
- Ability to work under high pressure for results
- **Establish personal goals**
- **Maintain a high level of decision-making**
- Meet frequent deadlines
- Predictable work schedule
- Provide close attention to detail
- Utilize creativity
- Work closely with others
- Work in a closely supervised environment

PHYSICAL DEMANDS TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of time on job)

Ability to walk for a sustained period of time/distance, Ability to use both hands, Ability to use both legs, Ability to communicate orally, Ability to hear conversation, Specific visual requirements, Use of depth perception, Use of color vision, Ability for rapid mental/muscular coordination simultaneously.

Frequently Incurred (Between 25% - 75% of time on job)

Ability to kneel, Ability to sit on the floor, Ability to stand, Ability to stand from a sitting or kneeling position, Ability to sit, Ability to lift up to 25 lbs., Reaching at high or low level, Ability to climb stairs of at least 2 flights, Ability to stoop, Ability to repeatedly bend.

Occasionally Incurred (Less than 25% of time on job)

Ability to lift up to 65 lbs. – primarily lifting children, Repetitive finger movement, Ability to use legs/arms to climb, Ability to balance, Repetitive twisting or pressure involving wrists or hands, Ability to operate motor vehicle.

WORKING CONDITIONS TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of time on job)

Contact with children, **exposure to cleaning chemicals.**

Frequently Incurred (Between 25% - 75% of time on job)

Must be able to travel to and perform assigned job duties at any Head Start center, work outside and inside, Work with hands in water, exposure to blood and bodily fluids.

Occasionally Incurred (Less than 25% of time on job)

Work outside, ~~exposure to cleaning chemicals, operate snow blower,~~ work alone, **ability to use a shovel to remove snow.**

PERSONAL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION:

Frequently Incurred (Between 25% - 75% of time on job)

Use of latex or vinyl gloves.

KNOWLEDGE, SKILLS, AND ABILITIES

PROBLEM-SOLVING SKILLS

- Identify problems, inform others, and provide information to assist with solving the problem.

VERBAL COMMUNICATION SKILLS

- Use verbal skills to communicate with co-workers or customers.

WRITTEN COMMUNICATION SKILLS

- Complete and maintain documentation/records.

MATH SKILLS

- Addition, subtraction, multiplication, division.



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COMPUTER SKILLS

- ~~Internet/E-mail~~
- Word Processing Softwares.
- Classroom Management Softwares.
- ChildPlus.
- Basic computer knowledge including internet and email.
- Ability to use various office equipment, i.e. computers, laptops, tablets, portable devices, copier, fax, printer, etc.

OTHER CHARACTERISTICS

- Documentation and observation skills.
- ~~Ability to follow established confidentiality policy.~~
- Ability to follow established safety standards.
- Ability to follow supervisor directives.
- Working knowledge of applicable regulations.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor/HR Representative

Date