

Opportunities for Chenango, Inc.

Head Start

Position Available

Classroom Aide/Cleaner – North Norwich, 25 hours per week, \$11.20 per hour. This is a 10-month position that follows the school calendar.

Responsibilities: Supports the program in providing educational activities for children and assists with other center operations as needed.

Minimum Qualifications: high school diploma or GED certification is required. An interest in working with young children. A valid driver's license. Ability to be contacted.

Application and/or letter of intent will be accepted until the position is filled.

Please send Resume and Cover Letter:
Opportunities for Chenango, Inc.

44 W Main St

Norwich, NY 13815

Attn: Human Resources

Fax: 607-336-4305 or email: employment@ofcinc.org

Equal Opportunity Employer, Drug Free Environment

OPPORTUNITIES FOR CHENANGO, INC.
HEAD START PROGRAM
JOB DESCRIPTION

Position: Classroom Aide / Cleaner
Reports To: Teacher Director

Date Revised: December 2016
Employment Status: Non-Exempt

Responsibilities: Supports program in providing educational activities for children and assists with other center operations as needed.

Minimum Qualifications: High School Diploma. An interest in working with young children. Valid NYS driver's license. Ability to be contacted.

General Duties:

1. Acts in accordance with the Opportunities for Chenango, Inc. Mission Statement and abides by its Standards of Conduct.
2. Assists in ensuring the agency meets all federal, state, and local regulations.
3. Works within a team to plan and administer a comprehensive program of services.
4. Demonstrates a work ethic that recognizes and supports persons of varying socio-economic, ethnic, cultural, and educational backgrounds.
5. Interacts and communicates effectively with co-workers, customers, and community members in a professional and respectful manner.
6. Immediately reports child abuse/maltreatment to New York State Central Registry and appropriate administrative staff.
7. Maintains confidentiality of information regarding children, families, staff, and program issues.
8. Follows procedure for "calling in" due to illness.
9. Participates in required meetings and trainings and shares information with colleagues as needed.
10. Rides in an agency vehicle and transports families as necessary.

Essential Duties:

1. Maintain a safe and healthy environment in the classroom.
2. Assists in all classroom activities as needed, including working with individual children, as well as large and small groups of children.
3. Assists with the preparation of materials and other necessary duties to ensure the orderly operation of the daily program.
4. Supports positive child development practices, including appropriate tone of voice, speaking to children at eye level, and continuously scanning the room.
5. Supports in maintaining control of the classroom by implementing clear, reasonable, consistent, and age-appropriate rules/expectations for children.
6. Models positive child development practices, including appropriate tone of voice, speaking to children at eye level, and continuously scanning the room for safety.
7. Supports developmental needs of children and encourages their independence.
8. Uses positive guidance and redirection to help children with challenging behaviors.

9. Communicates with parents/guardians, community members, and co-workers in an appropriate and professional manner at all times.
10. Cleans the classroom and Head Start center.
11. Performs other job related duties and responsibilities as necessary.

Working Conditions:

Talking-ordinary

Hearing-ordinary conversation

Weight-lifting up to 50 pounds

Physical Demands-climbing, stooping, kneeling, reaching, handling, pushing, repetitive arm motion

Vision-acuity, near, and far