

# **Opportunities for Chenango, Inc. Early Head Start Position Available**

**EHS Classroom Aide/Cleaner**, Norwich, 40 hours per week, \$11.10 hourly. This is a yearly position that follows the program calendar.

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

**Minimum Qualifications:** high school or GED graduate. 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 filled.

Please send Resume and Cover Letter:  
Opportunities for Chenango, Inc.  
44 W Main St  
Norwich, NY 13815  
Attn: Robin Tuttle  
Fax: 607-336-4305 or email: [rtuttle@ofcinc.org](mailto:rtuttle@ofcinc.org)

Equal Opportunity Employer, Drug Free Environment

OPPORTUNITIES FOR CHENANGO, INC.  
EARLY HEAD START PROGRAM  
**JOB DESCRIPTION**

**Position:** Classroom Aide/Cleaner  
**Reports To:** Lead Teacher

**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 Early Head Start classrooms and Family 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