

Opportunities for Chenango, Inc. Head Start Position Available

Special Services Aide, North Norwich, 37.5 hours per week, \$11.10 hourly. This is 10 month position that follows the school 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. Willing to attain and maintain a Child Development Associate Credential (CDA), Medication Administration Training Certification, and First Aid/CPR certification.

Application and/or letter of intent will be accepted until 3/6/19.

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

OPPORTUNITIES FOR CHENANGO, INC.
HEAD START PROGRAM
JOB DESCRIPTION

Position: Special Services Aide
Reports To: Teacher Director
Exempt

Date Revised: December 2016
Employment Status: Non-

Responsibilities: The Special Services Aide will assist children with disabilities in the integrated setting of the Head Start program, as well as support classroom staff in providing a quality educational program for all children.

Minimum Qualifications: High School Diploma. Experience working with young children, including those with disabilities. A valid NYS driver's license. Willing to attain and maintain a Child Development Associate Credential (CDA), Medication Administration Training Certification, and First Aid/CPR certification.

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 when "calling in" due to illness and for use of other leave.
9. Participates in all required meetings and trainings and shares information with colleagues as needed.
10. Drives an agency vehicle and transports families as necessary.

Essential Duties:

1. Helps establish a safe and healthy learning environment in accordance with Head Start Performance Standards and NYS Office of Children and Family Services Daycare Licensing Regulations.
2. Works with other education staff at the center to provide assessment information about each child.
3. Supports Individual Plans for children and classroom lesson plans.
4. Assists the teaching staff in recording appropriate individual anecdotes for all children.
5. Assists with completing all screenings within 45 days of each child's entry date.
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 maintaining control of the classroom by implementing clear, reasonable, consistent and age-appropriate rules and expectations for children.
8. Completes the required documentation for one-on-one Aides/disabilities in-kind tracking and submits the documentation to the Child Development Coordinator monthly following the end of the month reporting schedule.
9. Follows procedures for compiling and tabulating In Kind/ Volunteer time sheets for parents, community members, therapists, and Committee on Preschool Special Education meeting attendance. Submits the sheets to the Northern Child Development Coordinator following the end of the month reporting schedule.
10. Supports the use of all current and available resources in daily activities for children (i.e. Creative Curriculum, Good Talking Words, and all other current required and/or available curriculums).
11. Supports follow up activities prescribed by Service Providers.
12. Assists center transportation services by monitoring on the Head Start bus.
13. Supports maintaining a classroom environment that encourages independence and meets the developmental needs of the children.
14. Uses positive guidance and redirection to help children with anger and/or challenging behaviors. Helps children develop decision making and problem solving skills.
15. Regularly meets assigned documentation due dates and requirements.
16. Welcomes parents and other visitors to the center.
17. Communicates with parents, community members, and co-workers in a positive and professional manner.
18. 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