Mid-Iowa Community Action, Inc. **Job Description**

**TITLE: ECP Program Aide**

**Reports to: Assigned Supervisor**

**Job Summary**

Contribute to mission and vision of MICA by creating a positive, respectful, and safe environment when working with children, families and agency and community partners. . Must be able to present MICA in a positive manner and maintain positive interaction with families and staff. Work and promote a team environment Provide a successful, safe and supervised educational setting for children. Promote the social, emotional, physical, and cognitive development of children. Encourage parent involvement in all aspects of the program. This position must perform regular duties at the assigned worksite. Must be able to travel to any of MICA’s 5 Head Start/Early Head Start counties to provide services or be assigned to support one site or one county. Mileage from assigned worksite is reimbursed.

**Essential Job Functions**

Build and maintain positive, professional relationships with vendors, families, program staff, and agency and community partners as needed to provide excellent services. General philosophical agreement with the agency mission, commit to the concept of diversity and inherent worth of every individual. The following list is representative of the type of tasks to be completed, and is not to be considered a complete list of expected job duties. Supervisor will provide guidance about specific tasks required of this position for completion on daily, monthly or quarterly cycles.

Contribute to and participate in an effective classroom teaching team

* Provide a supportive social-emotional climate in the classroom
* Must use appropriate and supportive social-emotional techniques with children, including Conscious Discipline, PBIS, and Safety First
* Assist in the implementation of lesson plans to meet each child’s individual needs, interests, learning styles and individual goals that are compatible with the child’s family culture. With direction from classroom staff
	+ Interact with children through conversations and facilitating activities
	+ Create materials for use with children as requested
	+ Assist in working with children on specific needs/goals in small groups and/or individually and document progress as age appropriate
* Maintain the safety and welfare of children at all times
	+ Must be able to identify and recognize children and to observe them in their daily environments in order to assure their safety at all times
	+ Assist in maintenance and arrangement of equipment and materials in an appropriate, safe, healthy and orderly fashion in the classroom, on the playground and on field trips
	+ Conduct simple health screenings and regular cleaning
	+ Must be able to assist all children in all emergency and disaster drills and situations
		- Must be able to push and control an occupied wheelchair
	+ Must obtain and maintain First Aid and CPR certifications
	+ Must maintain *strict* confidentiality of children and families at all times
* This position is a Mandatory Child Abuse Reporter

Build and maintain positive relationships with families, program, agency and community partners, and volunteers.

* Interact with families, partners, and volunteers
* Assist in meal preparation as needed and clean-up before and after meals
* Supervise and assist children during meals and eats with children as requested
* Ensure portion specifications and manages diet modifications including food allergies

Compliance

* Assist in ensuring program compliance with Head Start Performance Standards and other program requirements
* Keep all pertinent records and documentation confidential and in a secure location
* Adhere to and carry out all agency and program policies, procedures, and protocols

Develop skills and knowledge related to the position

* Must be able to learn and adhere to extensive number of Head Start Performance Standards, Department of Human Services’ child care licensing regulations, QRS standards, CACFP Requirements, and, as appropriate, NAEYC standards
* Attend all trainings as required
* Complete and maintain certifications as required

**Knowledge, Skills and Abilities:**

* Able to read, write and speak the English language
* Dedicated to continuous learning
* Strong teamwork skills. Able to collaborate in a positive and respectful way with families, agency co-workers and community partners
* Strong commitment to achieving results
* Knowledge of early childhood development
* Must be able to maintain confidentiality
* Basic computer skills

**Working Conditions (Essential physical, mental and emotional demands)**

*The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

* This is a fulltime non-exempt position typically a 40-hour week. Must be able to work assigned schedule. Occasional overtime required.
* Must be able to navigate stairs to access some classrooms.
* Must be able to maintain a calm, composed demeanor in a highly active physical, social and emotional environment.
	+ Must be able to move about in indoor and outdoor environments to appropriately monitor and interact with the children.
	+ Must understand and appreciate the development of young children and be able to use appropriate guidance techniques at all times.
* The person in this position frequently communicates with children, parents and colleagues, both one-on-one and in larger groups. Must be able to exchange accurate information in these situations.
* The person in this position occasionally lifts, carries or otherwise moves and positions objects weighing up to 40 pounds when stocking supplies or setting up equipment.
1. This position requires driving about the MICA service area.
* Must have and maintain reliable transportation, a valid driver’s license and proof of automobile insurance**.**
	+ Driver’s License should be in good standing; will be required to drive agency vehicles.
	+ Driving record must allow for insurability by agency to drive agency vehicles.

**Education and Experience**

**Required:**

* High school diploma or equivalent
* Preference given to candidates with experience working with children 0-5 years of age

**Candidates offered the position must meet the following criteria:**

1. Minimum age requirement of 18 per NAEYC and/or DHS licensing standards
2. Successful completion of all background checks at hire and thereafter according to agency and program standards
3. Successful completion of a credit check, where applicable, at hire and thereafter according to agency and program standards
4. Must have a pre-employment physical examination, and every three years thereafter, to prove ability to perform work duties
* The physical exam must include any necessary testing for communicable diseases, including a TB assessment as required by the Iowa Department of Human Services Child Care Licensure standards
* Staff who work in centers that serve infants will be required to have a Tdap immunization per Centers for Disease Control and Prevention (CDC) recommendations
* Must pass pre-employment motor vehicle record inspection to determine fitness to drive MICA vehicles

**Other Duties**Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Additional information

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| Program | Early Childhood | Management? (Yes/No) | No |
| Generic title | Program Aide  | FLSA status | Hourly/Non-exempt |
| Pay grade | BAND 6 | Revised | March 2021 |
| EEO 1 Category 6 | Administrative Support Worker |  |  |

**EQUAL OPPORTUNITY EMPLOYER**

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Signature of Employee Date