

**Oregon Child Development Coalition  
JOB DESCRIPTION**

**Position Title:** Instructional Aide  
**Wage/Hour/Status:**  Exempt  Non-Exempt  
**Pay Grade:** 5  
**Reports to:** Education Coordinator or Supervisor

*Employee's signature of acknowledgment and understanding of this document:*

\_\_\_\_\_ *Name*

\_\_\_\_\_ *Date*

**Position Summary:**

Assists teaching staff in carrying out various duties in the classroom as assigned in accordance with Head Start Performance Standards, day care licensing regulations, United States Department of Agriculture (USDA), and other applicable standards. Responsible for maintaining classroom daily environment.

**Essential Functions:**

*Regular and consistent attendance is an essential function of this position.*

**1. Classroom Operation**

- a. Maintains a safe, attractive, comfortable, and well designed environment.

**2. Curriculum Implementation**

- a. Assists the teacher in implementing a good balance of child directed and teacher directed activities.
- b. Assists the teacher in implementing a dual language classroom by supporting a language rich environment.
- c. Coordinates with other staff in implementing daily activities in the classroom.

**3. Communications**

- a. Assists the teacher with record keeping as assigned.
- b. Contributes to team effort by communicating positively with staff, parents, and children who participate in the program.
- c. Maintains confidence and protects agency operations by keeping information confidential.

**4. Safety**

- a. Provides healthy and safe activities that are developmentally and age appropriate.
- b. Assists with custodial duties of the classroom.
- c. Assists with classroom and playground supervision while incorporating positive guidance techniques.
- d. Continually applies safety practices in all facets of the performance of duties.

**5. Professional Development**

- a. Attends appropriate trainings and meetings.

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- b. Fosters an understanding of Head Start, its mission, goals, objectives, and program services.

## 6. Other Job Functions

- a. Performs other work related or assigned duties.

### **Education and Job Requirements:**

- High School Diploma, GED, or Diploma de Educacion Secundaria **AND**
- Preschool Child Development Associate certificate within six months **AND**
- 12 months of qualified teaching experience in a certified child care center or comparable group care program in the care of preschool age children.

### **Other Job Requirements:**

1. Demonstrated knowledge of Head Start system.
2. Be at least 18 years of age.
3. Ability to obtain current First Aid and CPR cards with infant/child CPR.
4. Ability to obtain food handler's card if required by Program Director.
5. Ability to travel occasionally.
6. Ability to pass agency sponsored physical examination.
7. Ability to relate positively to children and adults.
8. Must be enrolled in Oregon Criminal History Registry.

### **Other Skill Requirements:**

1. Bilingual Spanish/English preferred. **Bilingual fluency may be required at some work sites.**
2. Excellent communication and organizational skills.
3. Ability to work and relate positively with children and adults.
4. Performs duties under close direction and supervision.

### **Job Conditions:**

May work outdoors intermittently with exposure to typical Oregon weather. There may be frequent interruptions, working alone, evening or weekend work, working long hours during peak periods. Working in a close environment with active children.

### **Mental Requirements of the Job:**

Continual interaction with co-workers, parents, and children to provide information. Must relate positively to children and adults. Considerable amount of variable levels of concentration with frequent or constant interruptions. Must be able to handle multi-faceted tasks on a frequent basis.

*This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher level duties.*