

Community Action Partnership of Cambria County
Curriculum Support Aide (Hourly Non-Exempt)

Reports to: Disabilities/Mental Health Manager
Classification Group: B
Date: February 1, 2022

Department: Early Childhood

JOB SUMMARY:

1. The position of Curriculum Support Aide involves specialized work by assisting the Education and ISA Component Staff in daily activities associated with the Head Start Performance Standards, and Head Start, Head Start Supplemental Assistance Program, and/or Pennsylvania Pre-K Counts Program policies, procedures and program planning.
2. Work involves assisting with and the development of:
 - a. Food/Nutrition experiences
 - b. Basic table etiquette
 - c. Appropriate child management methods and developmentally appropriate activities on the bus
3. This position is supervised directly by the Disabilities/Mental Health Manager.

ESSENTIAL RESPONSIBILITIES:

1. Ensures all children are appropriately chaperoned and never left unattended in all situations such as facility, transportation, playground, or community outing.
2. Ensure all children have evacuated the bus and check for personal items left on the bus.
3. Develops and implements plans for Nutrition, Program, and Transportation experiences.
4. Involves parents/families in nutrition, program, and transportation related experiences.
5. Conducts appropriate nutritionally sound menu, as well as transportation related experiences using pictures/visual aids on a regular basis.
6. Involves parents in food related experiences.
7. Encourages conversation and socialization at mealtimes.
8. Encourages children to try new foods by positive modeling and tasting all foods at lunch time.
9. Demonstrates proper modeling of all safety rules while riding on the bus.
10. Encourages correct use of utensils and good table manners by positive modeling.
11. Prepare tables for mealtime so children can set their own place.
12. Performs routine dining area preparation and clean-up tasks for mealtime.
13. Attends in-services, workshops, training sessions, and appropriate meetings.
14. Performs record keeping tasks (e.g. meal, snack, bus logs).
15. Plans for menu related activities with appropriate staff.
16. Meets the bus at or before the first pick-up and rides the bus for entire bus run of designated session making sure all children are wearing nametags for the ride home and have reached their destination.
17. Use appropriate child management methods and developmentally appropriate activities on bus.
18. Assists children with daily bus routines including seat belts and safety seat harnessing.

19. Performs other reasonably related duties as assigned by immediate supervisor and other management as required.
20. Works as part of the program room curriculum team, assisting the teaching staff in daily curriculum activities and observations.
21. Helps children transition safely throughout the program day, counting children before and after each transition.
22. Assists teaching staff in routine cleaning tasks in the program room.
23. Assists with monthly safety and security drills, such as fire safety on the bus and in the centers.

ADDITIONAL RESPONSIBILITIES:

1. Help prepare children for arrival and departure.
2. Eat with the children during lunch and breakfast or snack, sharing the same menu.
3. Reinforce health and safety measures.
4. Assists Educational and ISA staff within the program options.
5. Assists with teaching age-appropriate dental hygiene, toileting, and hand washing skills.
6. Assists in the responsible transfer of paperwork to home and/or program session.
7. Mandated Child Abuse/Neglect reporter
8. You Must have pass initial and tri-annual physical exam and TB screening.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working knowledge of preschool program systems.
2. Provide non-judgmental and compassionate support services to all children and families enrolled within the program.
3. Proficient oral and written communication skills.
4. Ability to deal tactfully with young children and co-workers.
5. Models all appropriate parenting skills for developmental appropriateness of children.
6. Pediatric First Aid and CPR Certification

MINIMUM REQUIREMENTS OF EDUCATION, TRAINING, AND EXPERIENCE:

1. High school diploma or GED. (Required)
2. At least one year of successful work experience with young children in a professional setting or successful completion of CSA Internship. (Preferred)
3. At least one year of successful work experience with young children in a professional setting or successful completion of CSA Internship. (Preferred)
4. Reliable transportation. (Required)
5. Free of Child Abuse/Neglect history as verified by proper authorities. (Required)
6. Must obtain Child Abuse, PA State Police, FBI Fingerprinting and NSOR Clearances prior to starting employment. (Required)
7. Must meet vaccination requirements set by funding sources. (Required)

EMPLOYEE'S SIGNATURE: _____

DATE: _____