

POSITION DESCRIPTION

Title: Behavior Support Aide	Date Prepared/Reviewed: 4/16/2020
Reports to: Behavior Support Coach	Supervises: None

Purpose of Position:
To assist with providing extra support for children in the classroom ages birth to five. This position will assist teacher in handling challenging behaviors, social skill needs and providing cognitive supports.

Below is an outline of the essential duties associated with this position. Other duties may be assigned as needed. May be relocated within the SENDCAA Head Start or Early Head Start sites to best fit program needs.

ESSENTIAL DUTIES:

Program

- Education staff are trained as mandated reporters and will report any observations of concern to Cass County Social Services.
- Responsible for following Head Start and SENDCAA program policies and procedures, which include Standards of Conduct, Naptime, Outdoor Play, Classroom Relief, Meal Time, etc.
- Participates in relevant training, including staff meetings, site meetings, reflective supervision & case management meetings.

Education

- Maintain working knowledge of Head Start Performance Standards and the Early Learning Outcomes Framework.
- Works closely with the Behavior Support Coach, Mental Health and Disability Coordinator, teachers, teacher assistants, and other professionals to develop strategies to best meet the needs of each child.
- Become familiar and implement a child's Behavior Support Plan (BSP) appropriately, will consult with Behavior Support Coach and classroom teachers to modify BSP and determine when a BSP is no longer needed.
- Ability to conduct social and emotional skill building with children in both one-on-one and small group situations.
- Actively engages with children by sitting on the floor playing with them, engages in conversation with them, and actively works to build a relationship with each child.
- Become aware of Conscious Discipline skills and use them to fidelity in the classrooms; may be asked to join the Conscious Discipline Action Team.

Classroom Organization

- Assists in the upkeep and maintenance of the classroom equipment, materials and supplies.
- Assist Teacher and Teacher Assistant in day to day classroom activities.

Family

- Respect each family's cultural, ethnic, and linguistic diversity.

- Assists in the transition process, and ensures each child has a successful transition in and out of Head Start with collaboration of the family and appropriate staff.

Health and Safety

- Ensures and models good health practices, such as tooth brushing and hand washing, are practiced.
- Responsible for implementing family style meals in a pleasant, well-lit area that encourages conversation & socialization. See Meal Time procedure for further instruction.

OTHER DUTIES:

- Performs other duties as assigned or requested.
- Travel to various sites.

Education/Training Required:

- A Child Development Associate Credential (CDA), with experience with preschool-aged children
- CPR and First Aid certification to be completed within 3 months of hire

Minimum Experience and Skills Required:

To perform the duties of this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below outline the knowledge, skills, abilities, and competencies that are required in this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- High School diploma
- 3 months experience working with children
- Knowledge of developmentally appropriate interaction with young children
- Ability to communicate in a professional and appropriate manner with children, parents, and staff.
- Ability to work effectively with a diverse group of individuals, including clients and co-workers, and to maintain effective working relationships with SENDCAA clients and staff.
- Ability to perform work independently under general direction of supervisor.
- Supports team efforts, cooperates with others and actively learns from other team members.
- Ability to follow protocols, (e.g., chain of command, confidentiality) when communicating with others in the program, families, governing body, policy group, committees, and those in other community programs.
- Ability to carry out the duties of this position while helping to fulfill SENDCAA’s mission while adhering to policies, procedures and regulations.

Education/Training Preferred:

- Baccalaureate Degree in Early Childhood Education or a Related Field
- Associate Degree in Early Childhood Education
- Child Development Associate credential

Experience and Skills Preferred:

- Experience with young children preferred; especially with those displaying challenging behaviors.

- Enrolled in a program leading to an associate or baccalaureate degree
- Enrolled in CDA Credential program to be completed within one year of hire.

The working conditions and environment and the physical requirements/activities listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions and Environment: While performing the duties of this position, the individual generally has good working conditions. The employee is often exposed to moderate noise from children.

Physical Requirements/Activities: While performing the duties of this position, the individual is regularly required to stand, walk, sit, balance, kneel, bend, stoop, crouch, reach with hands and arms, use hands to finger, handle, feel and use equipment/materials, push, pull, lift, twist, grip, and communicate (talk and hear). Intermittently, the employee is required to climb, jump and crawl.

Occasionally, the employee is required to exert up to 25 pounds of force and/or less than 25 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including a child. Infrequently, the employee is required to run, exert up to 60 pounds of force to lift, carry, push, pull or otherwise move objects, including a child. Specific vision ability required is close vision of 20 inches or less and distance vision of 20 feet or less.

Employee Benefits and Wage: Information provided in addition to position description.

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personnel in this position.

I have read and understand the above Position Description.

Employee Signature

Date