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| **POSITION DESCRIPTION** | |
| **Title:**  Behavioral Support Aide-Head Start | **Date Prepared/Reviewed:**  3/2014; 4/2015; 3/2017; 4/2020; 7/2021; 7/2022; 7/2023 |
| **Reports to:**  Education Coordinator | **Supervise:**  None |
| **Schedule:** Works all child attending days, as well as training days, Monday-Friday, 8-4; 9 month position | |
| **Purpose of Position:**  To assist with the implementation of a Head Start Birth to Five classroom. This position will support the classroom in handling challenging behaviors, social skill needs, and providing cognitive development. | |
| Below are the essential duties of 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 the program needs.**  **Essential Duties and Responsibilities:**  *Program*   * Education staff are trained as mandated reporters and will report any observations of concern to Cass County Social Services * Responsible for following all Head Start and SENDCAA program policies and procedures including Standards of Conduct and Confidentiality. * Participates in trainings and meetings, including training days, site meetings, reflective supervision & others at supervisor’s request. | |
| I understand my duties under the *Program* section (please initial): | |
| *Education*   * Maintain working knowledge of Head Start Performance Standards and the Early Learning Outcomes Framework * Participates in coaching process as assigned to promote positive, effective learning environments for children * Ability to take on tasks such as: leading small group activities, read aloud, transitioning children from one activity to another, and leading large group at supervisor’s request * Ability to conduct social and emotional skill building with children in both one-on-one and small group situations * Become familiar with and implement a child’s Behavior Support Plan appropriately * Assist classroom staff by supervising children in classroom/bathroom * Assists in educational and enrichment activities such as reading, painting, imaginary play, etc. * Assist in preparing students for nap time * Provide coverage when teachers are away from the classroom such as preparation time or time off * 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 while maintaining awareness of classroom needs * Become aware of Conscious Discipline skills and use them to fidelity in the classrooms; join the Conscious Discipline Action Team. * Displays nurturing and fostering connections and practices. | |
| I understand my duties under the *Education* section (please initial): | |
| *Classroom Organization*   * Assists in the upkeep and maintenance of the classroom equipment, materials, and supplies * Assists in maintaining a clean and safe classroom by following policies & procedures * Responsible for daily cleaning including wiping down surfaces, sweeping, disinfecting toys/areas, etc. * Assist Teacher and Teacher Assistant in day-to-day classroom planning, preparation and activities | |
| I understand my duties under the *Classroom Organization* section (please initial): | |
| *Family*   * Respect each family’s cultural, ethnic, and linguistic diversity * May be asked to attend home visits when other staff may not be available | |
| I understand my duties under the *Family* section (please initial): | |
| *Health and Safety*   * Models/Guides good health practices, such as tooth brushing and hand washing, ensuring they are followed * Assists in implementing family style meals in a pleasant environment including conversation & socialization. See Mealtime procedure for further instruction * Helps ensure no child will be left alone or unsupervised at any time | |
| I understand my duties under the *Health* section (please initial): | |
| *Other Duties:*   * Performs other duties as assigned or requested * Attends meetings and training sessions as requested * Travel to other sites to cover in other classrooms * This position may be subject to subbing in classrooms as a last resort based off program needs | |
| I understand my duties under the *Other* section (please initial): | |
| **Education/Training Required:**  CPR and First Aid certification to be completed within 3 months of hire  High School diploma  **Education/Training Preferred:**   * Associate Degree or higher in Early Childhood Education * Child Development Associate credential * Behavior Support Technician Training * Enrolled in a program leading to an associate or baccalaureate degree * Enrolled in CDA Credential program to be completed within one year 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.   1. 3 months experience working with children 2. Knowledge of developmentally appropriate interaction with young children 3. Ability to communicate in a professional and appropriate manner with children, parents, and staff. 4. 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. 5. Ability to perform work independently under general direction of supervisor. 6. Supports team efforts, cooperates with others, and actively learns from other team members. 7. 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. 8. Ability to carry out the duties of this position while helping to fulfill SENDCAA’s mission while adhering to policies, procedures, and regulations. | |
| 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 accommodations 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 and environments that are indoor and outdoor daily.  **Physical Requirements/Activities:** While performing the duties of this position, the individual is regularly required to stand, walk, sit, carry, 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, see/observe, and communicate (talk and hear). 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 the human body. Intermittently, the employee is required to exert up to 40 pounds of force to lift, carry, push, pull or otherwise move objects, including the human body. Intermittently, the employee is required to jump, crawl or climb.  **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** | |