

# LEWIS-CLARK EARLY CHILDHOOD PROGRAM

## JOB DESCRIPTION

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**TITLE:** PROGRAM AIDE

**EXEMPT/NON-EXEMPT:** NON-EXEMPT

**REPORTS TO:** EDUCATION AND FAMILY SERVICES SUPERVISOR

**ISSUE DATE:** 8/15

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### **GENERAL POSITION SUMMARY:**

The Program Aide joins with the classroom team and family in providing the best possible experience for all of the children in the classroom. This position provides support to the implementation of the daily activities of the classroom.

### **ESSENTIAL FUNCTIONS/RESPONSIBILITIES:**

- Take direction from the Teacher.
- Be able to effectively carry out duties and responsibilities as described in the Operations Procedures Manual.
- Greet each child with a smile, by name, when they arrive in the classroom each day. Say goodbye to each child by name as they leave the classroom.
- Maintain supervision of all children at all times.
- Assume general responsibilities for serving breakfast/snack and lunch to the children. Eat meals with the children. Pick up meals from kitchen, if applicable.
- Be alert for ways to assist the teachers at all times.
- Initiate preparations of centers and put out materials for activities.
- Participate in work/play activities with the children, sitting down with them. Encourage conversation by interacting with individual and small groups of children.
- Assist with housekeeping duties such as clean-up, shelf straightening, dusting and vacuuming as needed during class time.
- Attend training as assigned.
- Assist in classroom discipline and management under the direction of the Teacher.
- Be able to provide information on classroom routine and the individual needs of children to a substitute.
- Provide childcare for Family Meetings as assigned.
- Maintain a neat, orderly, and safe work environment.
- Escort children arriving on a school district bus to and from the classroom as needed.
- Assist with nap time set up and clean up, if applicable.
- Other duties as assigned.

## **SECONDARY FUNCTIONS:**

- Must have the ability to work effectively as a team member. Be able to give and receive information in a positive manner.
- Must be able to represent Lewis-Clark Early Childhood Program (LCECP) in a positive manner.
- Be conscientious in looking for In-kind opportunity and record In-kind services appropriately to the agency.

## **SUPERVISORY RESPONSIBILITIES:**

- NONE

## **INTERPERSONAL CONTACTS:**

- It is an expectation of all LCECP employees that while performing their duties they assure that all adults and children are treated with “unconditional, positive regard.” This position will require positive interaction with LCECP staff, and Family/community volunteers in the classroom.
- Employees are required to report anything that comes to his/her attention that might be considered illegal or a breach of LCECP’s policies or standards. Such issues, etc. may come to employees from Families and/or community members as well as co-workers during the course of performing their duties.

## **SPECIFIC JOB SKILLS:**

- Maintain confidentiality and exercise sound judgment concerning privileged information.
- Must have the ability to work effectively as a team member in the classroom.
- Must be able to give and receive information in a positive manner.
- Read, write and speak adequate English to complete necessary communications.
- Must have the ability and willingness to conduct ongoing positive interpersonal interactions with individuals and groups of children and adults.

## **EDUCATION AND EXPERIENCE:**

- Experience working in the early childhood arena preferred.

## **JOB CONDITIONS:**

- Must pass a Health Screen and a criminal background check that meets required state, federal, and LCECP standards.
- Must be able to lift up to 20 pounds regularly and 50 pounds in emergency situations. This would enable one to carry trays weighing 10-20 pounds to and from the kitchen up to four times a day as well as lift a child weighing up to 50 pounds if it were an emergency.
- Must be able to sit on the floor and in child size chairs.
- Must acquire a basic first aid and CPR training as directed by the agency.
- Must obtain a food handler card, if applicable.

## Requirements by Percentage of the Workday

Physical Requirements	0-10	10-25	25-50	50-75	75-100
	%	%	%	%	%
Lifting			x		
Standing			x		
Walking				x	
Running	x				
Bending/Crouching					x
Kneeling/Crawling				x	

### Lifting weight

Less than 10#	x				
10-25#	x				
25-50#			x		
50-75#	x				
75+#	x				

Environmental Exposure	0-10	10-25	25-50	50-75	75-100
	%	%	%	%	%
Hot		x			
Humid		x			
Cold		x			
Wet/Damp		x			
Machinery*	x				
Risk of burns/chemical exposure	x				
Outside elements (sun, rain, etc)			x		
Loud (above normal class level)	x				

\*Machinery: Working on machinery, running machinery, exposure to vibration, spinning shafts, blades, belts, boilers, blowers etc.

## Additional Requirements

### Math Requirement

- Basic math, simple fractions such as measurements, ability to perform addition, subtraction, multiplication, division using a calculator.

### Language Requirement

- Ability to give and receive written and spoken instructions. Ability to write simple correspondence. Ability to speak to small groups informally.

### Reasoning

- Ability to apply concepts, principles, and philosophies to make decisions where few concrete rules exist.

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- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This Institution is an equal opportunity provider.

**This job description is not a contract for employment. Duties may be changed at the Administration's discretion. The employee is expected to do other duties as assigned, which obviously fall within the scope of this job. The Lewis-Clark Early Childhood Program is an "At Will" employer.**

**I have read and understand the duties and expectations of this position and commit to carrying them out to the best of my ability for as long as I hold this position with the Lewis-Clark Early Childhood Program.**

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Employee' s Signature

Date

**I have gone over this job description with this employee**

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Supervisor' s Signature

Date

Date of Board Approval: 8/19/2015

Date of Policy Council Approval: 8/28/2015

Reviewed May 2017