

NCO
413 North State Street
Ukiah, CA 95482

JOB DESCRIPTION

- | | |
|--|--------------------------------------|
| I. POSITION: | Aide, HS, Bilingual |
| II. PROGRAM: | Head Start Child Development Program |
| III. REPORTS TO: | Site Supervisor |
| IV. SUPERVISORY RESPONSIBILITY: | No |
| V. FLSA/IWC STATUS: | Non Exempt |

VI. GENERAL DUTIES AND RESPONSIBILITIES:
Supports teaching staff by accepting delegated duties to improve class operations and child experiences in HSCDP Centers, and carries out Integration or Language Resource focus area duties.

VII. JOB DUTIES AND RESPONSIBILITIES:

1. Assist teaching staff in planning and implementing activities for specific children and families.
 2. Provide individual assistance to assigned children in the classroom.
 3. Carry out directed activities for individual children as assigned by Teacher.
 4. Carry out directed activities for small groups of children as assigned by Teacher.
 5. Provide childcare for parent and PPC activities.
 6. Responsible for observation and recordkeeping, when necessary, of assigned special needs children.
 7. Maintains confidentiality at all times. Concerns, observations or information given to the Aide by a parent *must* be passed on to the Teacher.
 8. Attend meetings, trainings, and conferences as necessary.
 9. Responsible for generating, collecting and documenting In-Kind.
 10. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
 11. Furthers continuous improvement by participating on teams and voluntarily participating on special committees.
 12. Work Habits:
 - Is on time and obtains approval from supervisor for any changes in work schedule or absences.
 - Able to stay focused on the job
 - Takes pride in creating a good work environment
 - Treats co-workers and clients with respect
 - Represents the agency/program to the community in a positive light
 - Is able to deal with change
 - Dresses appropriately for the job
 13. Other duties as assigned.
- Language Resource Aide:
1. Communicates with families in their native language. Serves as interpreter for those families who do not speak English. Translates written materials from English to the family's native language and, when necessary, from the family's native language to English.
- Integration Aide:
1. Integrates children with special needs into the classroom.

VIII. JOB QUALIFICATIONS:

1. Must be at least 18 years old and be a U.S. citizen or have legal right-to-work papers.
2. Must enjoy working with children and be able to follow directions.
3. Demonstrate ability to work with people from different cultures and value systems.

4. Knowledge of the Head Start program desired.
5. Ability to work flexible hours for weekend or evening activities as needed.
6. For work-related driving, must have valid driver's license, verifiable good driving record, and access to a vehicle with insurance that covers the employee as a driver.
7. Must successfully complete pre-employment physical and T.B. Clearance at time of employment and periodically as required. Must pass Criminal Record Clearance and Child Abuse Index Check at time of employment.
8. Must complete 6 units from the core ECE within 2 years of employment.

Integration Aide

1. Experience working with children with special needs preferred but not required.

Language Resource Aide:

1. Must be able to speak and write English & designated other language(s) fluently.

PHYSICAL DEMANDS: Position requires the physical ability to frequently change positions in order to move about at children's eye level; to stoop, bend, twist and reach; to lift, carry and handle children and equipment weighing up to 55 pounds; and to provide visual and auditory supervision of children. Able to lift up to 55 lbs using ergonomic safety guidelines; when lifting more than 55 lbs, will ask for assistance or use lifting tools, following ergonomic safety guidelines; and able to work at a computer station using ergonomic safety guidelines. Must be able to drive or travel as a passenger in a car, sometimes for hours, to attend meetings and training sessions.

ENVIRONMENTAL DEMANDS: Must be able to function well in a noisy, busy environment that includes the comings and goings of small children and their parents.

**NCO
413 North State Street
Ukiah, CA 95482**

Head Start Aide-Willits & Ukiah
\$8.17/hr, 19-35hrs/wk, 9-10mos/yr

Paid holidays, vacation & health leave. Eligible for benefits (Over 28hrs) after full 3-month waiting period.
Retirement: 403(b) Plan-immediate eligibility; SEP-IRA upon qualifying.

Interested applicants must complete an NCO employment application. Applications must be filled out in full to be considered for interview. A resume is desirable but is not a replacement for any part of the application form.

Closes: 6/26/09.

**Mail or deliver completed application to NCO, 413 North State Street, Ukiah, California 95482.
FAX: (707) 467-3213.**

NCO is under no obligation to hire from this solicitation.

North Coast Opportunities, Inc. is an Equal Opportunity Employer.
Minority, disabled, and older individuals are encouraged to apply.

Also, for Head Start Child Development positions please see Notice regarding Department of Justice clearance requirements.