

**North Coast Opportunities, Inc.**  
**413 North State Street, Ukiah, CA 95482**

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>AIDE, HEAD START PRE-SCHOOL (HS PS)</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>HEAD START CHILD DEVELOPMENT PROGRAM</b>
<b>REPORTS TO:</b>	<b>SITE SUPERVISOR OR LEAD TEACHER, AS ASSIGNED</b>
<b>SUPERVISORY RESPONSIBILITY:</b>	<b>NO</b>
<b>FLSA/IWC STATUS:</b>	<b>NON-EXEMPT</b>
<b>WC CODE:</b>	<b>9059</b>

**I. GENERAL DUTIES AND RESPONSIBILITIES**

Assists and supports teaching staff in the area(s) of Integration and/or Language Resources by performing assigned duties to improve services to Head Start Child Development (HSCDP) families. Performs all job duties utilizing dual language ability as necessary to provide optimum support and services for clients and HSCDP staff.

**II. JOB DUTIES AND RESPONSIBILITIES**

1. Responsible for the health and safety of children enrolled at the site while under HSCDP care.
2. Participates in regular reflective supervision sessions and self assessment to promote ongoing professional development. \*\*
3. Works as a team member with other teaching staff in planning and implementing classroom activities.
4. Provides individual assistance to assigned children in the classroom.
5. Directs individual and as appropriate small group activities for children as assigned by Supervisor.
6. Assists in providing childcare for parent activities when needed.
7. Responsible for observation and recordkeeping, when necessary, of assigned child(ren).
8. Maintains confidentiality at all times.
9. Takes responsibility for staying informed of future changes to position qualification requirements; maintains a current professional development plan with assistance from supervising staff to prepare for upcoming position qualification requirements changes.
10. Informs Supervisor of all concerns, observations or information provided by a parent or guardian, in a timely manner.
11. Attends scheduled meetings, trainings, and conferences as necessary.
12. Responsible for generating, collecting and documenting In-Kind. \*\*
13. Aligns work behaviors in conformance with NCO's Mission, Vision and Values.
14. Work Habits:
  - Arrives to work on time and obtains approval from supervisor for any changes in work schedule or absences.
  - Is able to stay focused on the job.
  - Takes pride in creating a positive, efficient work environment.
  - Treats co-workers and clients with respect.
  - Represents NCO and its programs to the community in a positive light.
  - Is able to effectively adapt to change.
  - Dresses appropriately for the job.
15. Additional duties specific to providing Language Resources support: Provides oral and written translation and communication support for non-English speaking families in their native language.
16. Additional duties specific to providing Integration support: Provides on-going support to integrate children with special needs into the classroom.

17. Other duties as assigned.

*\*\* Does not apply to Substitutes.*

### **III. JOB QUALIFICATIONS**

1. Must have or agree to complete a minimum of 6\* core Early Childhood Education/ Child Development (ECE/CDV) college units. (Core courses include child/human growth & development; child/family/community or child and family relations; programs/curriculum.)  
*\* Required units may be deferred for not more than 24 months from the date of hire when employee signs a training plan agreement that includes completion of the missing units.*
2. Must be at least 18 years of age.
3. Bilingual, biliterate ability (Spanish-English) is generally preferred and may be required.
4. Must be sufficiently familiar with computers and various common software programs regularly used to perform general duties and responsibilities for this position, including web-based platforms and e-mail.
5. Must have the ability to consistently communicate in an effective and professional manner.
6. Must demonstrate a willingness to work as part of a team but have the ability to work independently.
7. Must have a demonstrated ability to work effectively and professionally with parents and other adults as well as with children from a variety of socio-economic backgrounds.
8. Must have the ability to handle confidential information, documents and sensitive situations appropriately.
9. Knowledge of the Head Start program is desired.
10. Prior experience working with children with special need is preferred but not required.
11. Developed organizational and time management skills are preferred.
12. Possess the ability to work flexible hours at occasional weekend or evening activities as scheduled.
13. For work related driving, employee must have: a current, valid California driver's license; a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV printout; and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.
14. Pre-employment and periodic health screenings and T.B. tests are required, the results of which must be within acceptable ranges to attain and maintain employment.
15. Must comply with regulatory immunization requirements.
16. Must complete a Criminal Record Clearance prior to employment to confirm eligibility to work in a licensed child care facility.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS**

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, and communicate clearly.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is frequently required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee may frequently lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver's License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is an occasional aspect of this job.
8. Employee will regularly use computers and computer printers, telephones and other similar electronic office equipment.

9. The employee may occasionally use kitchen equipment and implements that can be heavy, hot or sharp; as well cleaning and sanitizing products.
10. The environment can be noisy and includes the comings and goings of small children and their families.

*Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

Program:	Head Start
Position:	Aide for Pearl (Clearlake)
Rate of Pay:	\$ 4,704.27 - \$ 5,409.73 per month (Depending on Qualifications)
Hours:	35 hours per week, 9 months/year
Benefits:	<p>Paid holidays, vacation and sick leave. Medical, Dental, Vision &amp; life insurance coverages available within 60 days of hire (<b>Must work 30 hrs/wk or more</b>).</p> <p>Employee Assistance Program (all members of household are covered) available within 60 days of hire. Discounted membership in Reach is available with payroll deduction. Eligible to participate in 401(k) retirement plan within 90 days of hire, and for employer contribution &amp; matching program upon qualifying.</p>
To Apply:	<p>Please complete and return an NCO employment application by the closing date. Applications are available on the NCO website at <a href="http://www.ncoinc.org/about-us/jobs/">www.ncoinc.org/about-us/jobs/</a>, by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p><b>For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.</b></p>
Application Closing Date:	Open until filled
Submitting an Application:	<p>Applications accepted only at the NCO main office. Postmarks are not accepted.</p> <p>By mail or hand delivery:  NCO, Inc.  Attn: Human Resources  413 N. State St., Ukiah, CA 95482</p> <p>By FAX: 707.467.3213  By Email: <a href="mailto:HumanResources@ncoinc.org">HumanResources@ncoinc.org</a></p>
<p>NCO is under no obligation to hire from this solicitation.</p> <hr/> <p>North Coast Opportunities, Inc. is an Equal Opportunity Employer.</p> <hr/> <p>For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.</p>	