

NCO
413 North State Street
Ukiah, CA 95482

JOB DESCRIPTION

I. POSITION:	Aide – HS – Integration & Language Resource
II. PROGRAM:	Head Start Child Development Program
III. REPORTS TO:	Teacher
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. Responsible for the health and safety of children enrolled at the site.
2. Participates in regular reflective supervision sessions and self assessment to promote ongoing professional development.
3. Assist teaching staff in planning and implementing activities for specific children and families.
4. Provide individual assistance to assigned children in the classroom.
5. Carry out directed activities for individual children as assigned by Teacher.
6. Carry out directed activities for small groups of children as assigned by Teacher.
7. Provide childcare for parent and PPC activities.
8. Responsible for observation and recordkeeping, when necessary, of assigned child(ren).
9. Maintains confidentiality at all times. Concerns, observations or information given to the Aide by a parent *must* be passed on to the Teacher.
10. Attend meetings, trainings, and conferences as necessary.
11. Responsible for generating, collecting and documenting In-Kind.
12. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
13. Furthers continuous improvement by participating on teams and voluntarily participating on special committees.
14. 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
15. 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 prior to employment and periodically as required.
8. Must pass Criminal Record Clearance and Child Abuse Index Check prior to employment.
9. 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

The physical demands described here 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.

- 1. While performing the duties of this job, the employee is regularly required to change position; to sit, stand, walk, climb or balance; to stoop, kneel, crouch or crawl; to bend, twist and reach with hands and arms; to talk and hear. The employee frequently is required to sit; use hands to finger, handle or feel objects, tools, or controls. The employee must occasionally lift and/or move up to 55 pounds using ergonomic safety guidelines. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- 2. The ability to travel during the day and/or night, sometimes long distance, is required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1. While performing the duties of this job, the employee may occasionally work near moving mechanical parts, computers and computer printers, telephones and other similar electronic office equipment.
- 2. The environment is noisy and includes the comings and goings of small children and their families.

Program:	Head Start
Position:	Substitute Aide
Rate of Pay:	\$ 11.00 - \$ 11.66/hr (Depending on Qualifications)
Hours:	Varies
Benefits:	sick leave.
To Apply:	Complete and return an NCO employment application. Applications are available on the NCO website at www.ncoinc.org/about-us/jobs/ , by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah. For positions requiring ECE or CDV units transcripts must be attached with your application to be considered..
Application Closing Date:	Continuous
Submitting an Application:	Applications accepted only at the NCO main office. Postmarks are not accepted. By mail or hand delivery: NCO, Inc. Attn: Human Resources 413 N. State St., Ukiah, CA 95482 By FAX: 707.467.3213 By Email: SBrown@ncoinc.org
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.	
For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.	