

EMPLOYEE JOB DESCRIPTION

Position Detail	
Position No.	VIS007
Position Title	AmeriCorps Volunteer - Therapeutic Preschool Classroom Aide
Division	Early Childhood Services
Unit	
Overview	Assist Head Start Family Educator to implement education plan into Therepeutic Early Intervention Classroom.
Job Responsibilities	<ol style="list-style-type: none"> 1. Assist in management and supervision of children, small groups and large groups in accordance with curriculum goals and classroom management practices. Assist in the supervision of daily activities of children during indoor and outdoor periods. 2. Maintain clean and safe classroom environment. 3. Assist in developing curriculum materials. 4. Report and record observations concerning child behavior and parent contact. 5. Set up and transport food into and from classroom as needed. 6. Assist children and Family Educator during mealtime. 7. Assist children as needed with personal hygiene (tooth brushing, hand washing and toileting or diapering when needed). 8. Prepare and use sanitizing solution. 9. Escort children to bus, ensure children are on board and secured into seat restraints. 10. Ride the bus and ensure appropriate behavior is maintained by children riding the bus as needed. 11. Participate in local service team daily debriefs and training sessions. 12. Participate in pre-service and in-service training as needed. 13. Participate in performing various classroom chores as assigned. 14. Assist in inventory of supplies, equipment, etc. 15. Follow all program policies and procedures. 16. Ensure confidentiality of information. 17. Report any suspected child abused and neglect information or observations immediately. 18. Report any health or safety concerns immediately. 19. Promote and follow program health and safety practices. 20. Promote and support parent involvement.

Qualifications	<ol style="list-style-type: none"> 1. Completed high school education or equivalent. 2. Must be 18 years old. 3. By employment date, TB skin test. 4. By employment date, Satisfactory results from criminal check and required by Child/Adult Abuse Act. 5. Within thirty days of hire date, a physical exam which results in a letter stating person is free from communicable disease. 6. Within thirty days of hire date, successful completion of CPR/First Aid. 7. Within thirty days of hire date, successful completion of Food Handler's Permit. 8. Within thirty days of hire date, successful completion of Blood Borne Pathogens training. 9. Within thirty days of hire date, successful completion of Child Abuse and Neglect training.
Physical Requirements	<ol style="list-style-type: none"> 1. Able to perform essential job functions, which may include physical ability to: <ol style="list-style-type: none"> a. Walk or run quickly b. Kneel down to floor c. Sit on a child sized chair or on the floor d. Bend, lift and walk over rough or uneven grounds e. Lift or move heavy objects or children weighing up to 50 pounds f. Moving of classroom equipment including tables, chairs, or shelves
Special Requirements	<ol style="list-style-type: none"> 1. Ability to work with variety of people from various socioeconomic, educational, and experiential backgrounds. 2. Experience working with young children (age 3-5) in group settings. 3. Experience working with children with special needs.
Supervisory Responsibilities	
Number of Staff Supervised	0
Position Supervisor	
Job Location	J09 - PT - 1831 Grant St
Salary Grade Range	\$513 every 2 weeks, \$5,350 Education award, Health Insurance, Vacation, Medical Leave
Work Schedule	M-F 8-4:30
Position Assignment	
Job Category	
EEOC Code	
Labor & Industries Code	

Standard Occupational Classification (SOC) Code	
FLSA	Non-Exempt
Date Last Modified	
Employee Position Requirements	
Physical Exam	No
TB Test	No
Hepatitis B / Waiver	No
DSHS Criminal Check	
Food Handler Permit	No
Child Abuse Prev Training	No
Bloodborne Training	No
CPR Adult	No
CPR Infant/Child/Adult	No
First Aid	No
Tetanus Vaccination	No
Washington State Patrol Background Check	No
Signatures	
Employee: PRINT NAME	
Employee Signature	
Signature Date	
Supervisor Signature	