

## **JOB DESCRIPTION**

PROGRAM: **Substitute Aide Pool Program**

JOB TITLE: **Substitute Classroom Aide**

PAY GRADE: **3**

### **JOB SUMMARY**

The Substitute Classroom Aide position within the Substitute Aide Pool Program will fill shift vacancies for various Early Care and Education Facilities throughout Lycoming County. The Substitute Classroom Aide assists on an as-needed basis with the supervision and instruction of young children in the classroom. Monitor the children to ensure they play and interact with one another in a safe and appropriate manner. Encourage healthy intellectual and psychological growth by maintaining a nurturing and stimulating environment. Aides can claim vacant shifts as needed at ECE Facilities enrolled in the program. *\*This position is a part-time hire with a maximum of up to 20 hours per week.*

### **SUPERVISORY RELATIONSHIPS**

**SUPERVISES:** Not Applicable

**REPORTS TO:** Early Care and Education Facility designee and STEP Special Projects Coordinator

### **QUALIFICATIONS**

- High school diploma or GED certificate; and,
- Bilingual English-Spanish desirable.

### **GENERAL REQUIREMENTS**

- Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, FBI Clearance, National Sex Offender Registry check prior to hire;
- Mandated Reporters of Child Abuse training completed prior to placement;
- Health and Safety training (CCDBG) completed prior to placement;
- Physical ability to perform essential job functions without any health restrictions, including the ability to stand, walk, or sit for long periods of time; lift and carry up to 30 pounds; have unrestricted use of the upper and lower body, corrected or uncorrected hearing and vision within normal ranges, and a clear speaking voice; and other abilities necessary to ensure child safety in the classroom, other group areas, and when in the community, such as but not limited to the following:
  - Ability to bend, squat, reach, kneel, and climb stairs;
  - Ability to move from a sitting to standing position quickly, safely, and without difficulty;
  - Ability to chase an eloping child;
  - Ability to join the children's active play including jumping and running indoors and outdoors;
  - Ability to assist children with diapering, toileting, and change of clothing requiring lifting, bending, and squatting;
- Physical examination prior to hire;
- Tuberculosis test prior to hire;
- Current PedFACTS (Pediatric 1<sup>st</sup> Aid) and CPR certification prior to placement;

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- Two written non-family references;
- Flexibility to work non-traditional hours, including late afternoons and evenings; and,
- Participation in job-related training, as assigned.

**SPECIFIC DUTIES**

- ❖ Plans and implements educational activities under the direction of and in cooperation with the early care and education facility staff, utilizing various resources, including those that are multi-cultural and multi-ethnic;
- ❖ When applicable to assignment, accompanies children on bus, oversees child safety getting on and off the bus and while aboard the bus, and walks through the bus to check for children after every field trip or bus run;
- ❖ Remains alert to child safety always and in all locations;
- ❖ Remains aware of the activities of the entire group of children, even when dealing with a part of the group;
- ❖ Encourages children to follow safety rules;
- ❖ Gives direction in positive terms and promotes positive interaction among children;
- ❖ Uses non-punitive ways of dealing with inappropriate behavior;
- ❖ Helps prepare materials, bulletin boards, learning centers, etc., on request;
- ❖ Modifies situations in anticipation of a problem;
- ❖ Implements well-established positive routines adapted to the needs of children;
- ❖ Exercises authority without undermining child's self-worth;
- ❖ Assists staff in the implementation of daily classroom routines, such as tooth brushing, handwashing, and toileting;
- ❖ Eats with the children, models proper table manners, encourages conversation, and shares the same menu;
- ❖ Helps maintain a clean, orderly environment in the classroom and on the bus, if applicable;
- ❖ Maintains positive communication between families and early care and education facility staff;
- ❖ Utilizes appropriate communication channels; refers concerns to appropriate staff;
- ❖ Interacts positively with parents and community volunteers;
- ❖ Participates in educational field trips, as assigned;
- ❖ As assigned, during parent meetings, provides activities and materials to keep children safe and educationally engaged;
- ❖ Completes all the required paperwork in a timely, accurate, and neat manner;
- ❖ Participates in staff meetings, in-service sessions, and other appropriate meetings and trainings, as assigned;
- ❖ Acts as a member of the early care and education facility team; and,
- ❖ Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

- ❖ Basic knowledge of the growth and development of infant and preschool children;
- ❖ Communication skills including reading, speaking, writing, and listening;
- ❖ Flexibility and willingness to deal with frequent changes when necessary;
- ❖ Ability to demonstrate respect for individuals and groups with varied cultural, racial, ethnic, religious, and linguistic identities or backgrounds;
- ❖ Ability to establish positive relationships with people from varied social, economic, and educational backgrounds;

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- ❖ Ability to supervise a group of children;
- ❖ Ability to follow directions; and,
- ❖ Ability to maintain confidentiality.