TEACHER AIDE/ON-CALL AIDE

STEPS TO BEING HIRED
Apply online at www.edcc.edu/birthtofive or bring this completed application packet to our Head Start Main Office at:
14 E. Casino Road, Building B
Everett, WA 98208

SCOPE OF WORK
All Teacher Aides (regularly scheduled and on-call) work under the supervision of the classroom Teacher (HS) or the Parent Mentor (EHS) performing assigned tasks that support the children's learning experiences and environment. When the Teacher is absent from the classroom, the Associate Teacher directs the work of the Teacher Aide. The Teacher Aide's assigned tasks fall within the following responsibility areas:

- Maintain the health and safety of children by following classroom and playground rules, routines and procedures;
- Following emergency procedures and administering first aid when directed;
- Maintaining and completing required documentation as assigned and directed; and
- Cleaning, sanitizing classroom materials, equipment and furniture.
- Support a developmentally appropriate learning environment by encouraging independence in children;
- Modeling appropriate interactions, eating skills and healthy food attitudes;
- Using appropriate literacy (written and verbal) skills with children and adults;
- Using age-appropriate guidance techniques with children; and
- Under the guidance of the teacher or parent mentor, interacting with parents, supporting their involvement with the children.
- Perform duties that support the classroom and learning experiences which may include:
  - Working with children individually and in small groups to ensure involvement in intellectual, physical, creative and social activities;
  - Preparing breakfast, snack, and/or lunches;
  - Assisting with meal and/or classroom set-up and clean-up; and
  - Preparing, maintaining, cleaning, repairing, putting away, restocking, and/or inventorying materials.

On-Call Aides work to cover education staff absences or to provide on-site childcare for designated organizational activities. On-Calls receive their work assignment from the Organizational Services Coordinator who manages the On-Call Pool. On-Calls do not have a regularly assigned work schedule or site assignment and as a result, may be in a different class at a different site every day. Some days there will be no work for an On-Call. The On-Call must

- Give prior notification to SCHS/EHS when s/he will be unavailable for a work assignment.
- If, within a school year, a On-Call Teacher Aide refuses three work assignments then the On-Call Teacher Aide's employment will be terminated.
- Be available to work a minimum of 4 hours when called to work.
- Be available to work at all sites within three Regions. Unwillingness to accept work assignments will result in removal from the On-Call Pool. Geographic regions are: Region 1: Monroe and North Everett; Region 2: South Everett; and Region 3: South County
- Work a minimum of one evening work assignment a month.

HOURLY RATE
Job paid on an hourly rate of $10.50 an hour. Regular Teacher Aides work 18 hours/week. On-Call Aides work as needed, up to 18 hours/week. The Aide position is a part-time hourly position and does not carry health or insurance benefits, vacation, sick or holiday pay.
**MINIMUM QUALIFICATIONS**
1. Must be age 18 or older.
2. Must have or must possess the ability to obtain a Snohomish County Food Worker Card
3. Depending upon assignment, may be required to obtain adult/pediatric CPR/1st Aid certification.
4. Possess English conversational and reading skills.

**DESIRED QUALIFICATIONS**
1. GED or high school diploma – documentation provided in application.
2. Minimum of 1-year work experience as a childcare worker in childcare center or preschool setting.
3. STARS training
4. Have Adult/Pediatric CPR/1st Aid certification
5. Have a Snohomish County Food Worker Card.
6. Ability to communicate orally in Spanish at adult-level proficiency.

**CONDITIONS OF EMPLOYMENT**
Hiring for this position is on the condition that the following requirements will be met:

**Prior to job offer:**
- Signed statement declaring any involvement in child abuse or neglect charges, violent crimes or job-related felony convictions.
- Signed statement requesting Criminal History information.

**Before Starting Work:**
- Paperwork indicating negative TB Test or clear chest x-ray
- Proof of Tdap (Pertussis) vaccination
- Submit to fingerprint background check.
- Present or obtain a Food Worker Card from Snohomish County Health District.

**Within three days of hire:**
- Submit proof of US Citizenship or ability to work in US (must show original social security or Alien Registration Card/Work Permit, as well as one piece of picture identification).
- Completion of all pertinent personnel/payroll forms.

**Within Two Weeks of hire:**
- Completion of state mandated compliance trainings: State Ethics, Diversity Basics, Sexual Harassment Prevention, and FERPA
- Completion of the following Head Start mandated trainings: Blood borne Pathogens, Child Abuse/Neglect, and Confidentiality
- Begin Hepatitis B vaccination series (*regularly scheduled Teacher Aides only*)

**Within 60 days of hire:**
- Signed statement by a health provider that the employee is free from communicable diseases and physically able to perform job responsibilities.
- Receipt of Fingerprint Criminal History report free of position related criminal convictions.
- Completion of Head Start in-house Blood borne Pathogens/Exposure Control Training

**Within 6 months of hire:**
- Obtain pediatric/adult 1st Aid/CPR certification (must be maintained in current status)

**EEO / AFFIRMATIVE ACTION STATEMENT**
Edmonds Community College-Snohomish County Head Start is an equal opportunity employer and operates under an affirmative action plan. Supplemental certification is utilized for positions that show underutilization of protected groups. Applicants with disabilities who require assistance with the recruitment process may call (425) 712-9000 ext. 4502 and accommodations will be made to the extent reasonably possible. The Snohomish County Head Start office is accessible to persons with disabilities.
The Teacher Aide (regularly scheduled and on-call) must be able to:

1. Communicate in English (both orally and in writing) at an understandable level with staff, parents, children, outside agencies, and the public in small to large group settings, one-on-one, or on the phone providing grammatically correct and content appropriate information suitable for a diverse, multi-lingual population.
2. Assist in the instruction of children in a classroom setting.
3. Observe children's behavior.
4. Comprehend, make inferences from and apply content from material written in English; compose a written message in English that is coherent in concept, correct in grammar, sentence structure, and spelling.
5. Work with children requiring the ability to walk or run quickly, kneel or sit on the floor, lift approximately 60 pounds (only on an emergency, as-needed basis), sit in a child's size chair, and move quickly from multiple positions and levels.
6. Set-up a preschool classroom that requires moving of child's size furniture, tables, chairs, shelves, and regular sized shelving units.
7. Maintain the safety of the environment (classroom, playground) and children through visual, auditory, verbal mobility and smell.
8. Work in a variety of weather conditions with exposure to the elements.
9. Perform regular sanitation and cleaning of the classroom that may require the use of a broom, carpet sweeper, mop, vacuum, and the use of cleaning products.
10. Take inventory; package supplies, materials for distribution; use the alphabet to file and or sort
11. use copier, laminator, hole punch, and stapler
12. To assure the safety of each child, it is the expectation that the employee remain alert and focused at all times and able to make quick and spontaneous decisions using problem-solving skills and good judgment based on organizational policies and procedures.
13. An employee in this position must be able to supervise individual and groups of children by positioning themselves so as to keep them within visual and auditory range, accounting for the whereabouts of each child at all times, and ensuring that no child is ever left alone or unsupervised.
14. Punctuality and consistent attendance are essential functions of this position, which means consistent attendance as exhibited by no less than 95% attendance, ready to work at shift’s designated start time and be present through to the end of the position’s designated work shift.