



ON-CALL AIDE

STEPS TO BEING HIRED

1. Pick up application packet at: Snohomish County Head Start & Early Head Start
14 E. Casino Road, Bldg B
Everett, WA 98208

Or download an application from our website at www.edcc.edu/birthtofive. Packet includes Position Announcement, Application, Position Questionnaire, and Applicant Disclosure.

2. Complete the Application.
3. Complete the Position Questionnaire and the Applicant Disclosure Form.
4. Turn in or mail the completed Application to Snohomish County Head Start & Early Head Start at the above address.
5. Using the information on both the Application and the Position Questionnaire, we will determine who will be interviewed.

JOB SUMMARY

All Aides work under the direction of a Parent Mentor, Teacher or an Associate Teacher performing assigned tasks that support the children's learning experiences and environment. The Aide's assigned tasks fall within the following responsibility areas:

- Maintain the health and safety of children
- Support a developmentally appropriate learning environment
- Perform duties that support the classroom and learning experiences

On-Call Aides work to cover education staff absences or to provide on-site child care for designated organizational activities. On-call Aides receive their work assignment from the on-call pool and do not have a regularly assigned work schedule or site assignment. As a result, On-call Aides may be in a different class at a different site every day. Some days there will be no work for an On-call Aide. The On-call Aide must give prior notification to SCHS/EHS when s/he will be unavailable for a work assignment. If an On-call Aide refuses three work assignments without giving prior notification, then the On-call Aide will be separated from employment.

WORK SCHEDULE and LOCATION

0 – 40 hours per week, on an as-needed basis. Sites are all over Snohomish County.

Candidates must be willing to go to at least three of our different centers. Must be available to work for a minimum of four hours each day, Monday through Thursday, available for some evenings and weekends. Work is minimal during the summer.

HOURLY RATE

Job paid on an hourly rate of \$10.50 an hour. 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
2. Minimum of 1-year work experience in same or similar job position.
3. Experience working with 3, 4, and 5-year-old children.
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 confirming hiring appointment:

- Submit to fingerprint background check if residing in the State of Washington less than 3 years; must be completed prior to reporting to work.
- Signed statement requesting Criminal History information.
- Receipt of Criminal History report.

Within three days of hire:

- Submit proof of US Citizenship or ability to work in US
- Completion of all pertinent personnel/payroll forms.
- Applicant must provide verification of earned college credits in the form of official transcript(s)



Within two weeks of hire:

- Receive a Tuberculin Test or chest x-ray and submit copy of results
- Obtain Snohomish County Food Worker Card (must be maintained in current status)

Within 30 days of hire:

- Signed statement by a health provider that the employee is free from communicable diseases and physically able to perform job responsibilities; updated as required by the employee's health care provider
- Completion of state mandated compliance trainings: State Ethics, Diversity Basics, Sexual Harassment Prevention, and FERPA

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.



PHYSICAL JOB REQUIREMENTS

On-Call Aide

The Aide 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 50 pounds, 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, bus) and children through visual, auditory, verbal mobility and smell.
8. Sit on a bus up to an 1½ hour at a time and ability to exit the bus quickly
9. Work in a variety of weather conditions with exposure to the elements.
10. 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.
11. take inventory; package supplies, materials for distribution; use the alphabet to file and or sort
12. use copier, laminator, hole punch, and stapler
13. In order to assure the safety of each child, an employee in this position, while in the presence of children, is expected to remain alert and focused at all times and make quick and spontaneous decisions using problem-solving skills and good judgment based on organizational policies and procedures.