

MAKE AN IMPACT. CHANGE LIVES. END POVERTY.

Company Overview

We believe every child deserves an opportunity to succeed. Arkansas Early Learning is a non-profit organization laser focused on breaking down walls of educational and other injustices that exist for children and families in poverty in contrast to their peers. We break down these walls by providing windows of opportunity using the Head Start and Early Head Start models. In order to meet the objectives of our mission, we are looking for what matters most - people - who share our purpose and mission to help children and families who are at a disadvantage. Being on our team at Arkansas Early Learning means you are compassionate about your career and helping your community. You can make a difference every day in a child's life here. Do you have the right purpose to make an impact on a child's life and help them unleash their full potential while unleashing your own?

Job Title: Program Assistant	Admin: 0%	FLSA Status: Non-Exempt
Department: Education	Programmatic: 100%	Prepared Date: 6/1/2020
Approved By: Policy Council	Date: 6/18/2024	Reports To: Center Director
Approved By: Governing Board	Date: 6/20/2024	Employment Contract: No

Summary

Ensure and provide comprehensive Head Start services to children and their families. Use the center environment to assist staff with creating rich learning opportunities that build on daily routines and support each child's development.

General Essential Duties & Responsibilities:

1. Must have an interest in children and their development.
2. Mandated reporter under the Arkansas Child Maltreatment Reporting Act.
3. Must abide by all agency policies including agency's Standards of Conduct, fraud and confidentiality policies. Must not discuss the affairs of the staff, children or Head Start families. Will only discuss agency business on a need to know basis.
4. Must be professional at all times and be neat and clean in personal appearance.
5. Responsible for establishing good working relations with parents, staff, professionals and the general public.
6. Ability to take directives.
7. Serve as a member of your assigned work site team in overall planning and coordination of the Head Start program; ensure that the agency is in compliance with the office HHS-ACF Head Start Program Performance Standards under the supervision of the C-Level Executives.
 - Participate in staff meetings.
 - Participate in the annual Community Assessment, Self-Assessment, and Program Information Report (PIR).
 - Assist in the recruitment of children and volunteers.
 - Assist in obtaining non-federal matching funds (in-kind).
 - Cover job duties of absent staff as assigned by immediate supervisor or administration.
 - Perform extra assignments in other areas and related task assignments in the work area.
 - Provide support and resources to other employees.
 - Maintain component timelines and due dates of component related activities via individual Google Calendar.
 - Create and maintain visual work instructions, position and work site related.
8. Regular, consistent attendance.
9. Domestic travel required.
10. Must keep the work area neat and clean.
11. Participate in building and vehicle maintenance.
12. Lift 10-30 lbs regularly, up to 50 lbs occasionally.
13. Perform other job related duties as assigned by immediate supervisor or administration.

Program Assistant Essential Duties & Responsibilities: (90%) (Program)

Classroom Aide

1. Assists classroom staff in all classroom activities, field trips and outdoor activities including lesson plans.
2. Assists in developing materials and providing activities related to the cultural background of the children and families served.
3. Helps supervise at mealtime, eating with the children to encourage good nutrition and proper social skills.
4. Helps keep the classroom and its contents clean and orderly.
5. Assists the teacher in any aspect of the program as the need arises.
6. Substitutes in the classroom as needed.

Better Beginnings Essential Duties & Responsibilities:

1. Work with center staff in maintaining Accreditation.
2. Participate in annual Quality Approval visits.
3. Follow all regulations and requirements as stated in Better Beginnings (Arkansas Quality Rating Improvement Scale).
4. Participate in all required trainings regarding accreditation.
5. Comply with any changes that result from a Better Beginnings monitor.

Classroom Assessment Scoring System (CLASS)

1. Will assist teacher in helping ensure that children are receiving guidance involving the three domain areas of "CLASS"
 - Emotional Support
 - Classroom Organization
 - Instructional Support

Other Content Area Duties and Responsibilities: (10%) (Program)

Custodial Aide Services

1. Empties trash or garbage containers if needed before the custodian or janitor services.
2. Sanitizes surfaces, picks up and puts away materials in the classroom or kitchen in order to maintain a safe and organized environment.
3. Serves as custodian in the absence of the regular custodian on a periodic basis.

Kitchen Aide

1. Completes routine kitchen/dining room/food chores as assigned.
2. Prepares necessary food and serving items for service prior to or after use.
3. Participates in kitchen clean up, inventory and other kitchen tasks as requested.
4. Substitutes for regular cook or assistant cook as needed.

Disabilities Aide

1. Works with assigned children with disabilities.
2. Supports the work of the classroom staff and managers, specialists and/or mental health consultant in carrying out individual plans for children with special needs.

Qualifications

To perform this job successfully, an individual should have met the following qualifications:

1. General Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have a working telephone, cell phone or pager.
- Must have a valid Driver's License with immediate access to a legally insured vehicle.
- Must be able to drive an automobile, full size truck, and a van.
- Must at least have auto liability insurance and must keep it current.
- Must consent to and pass an initial health examination.
- Must maintain a current TB Screening.
- Must consent to and pass state felony, Central Registry Check, and/or FBI background check when applicable.
- Must consent to and pass agency drug testing.

2. Education and/or Experience

The minimum requirement is that the individual be 18 years of age and have a high school diploma, GED, or equivalent.

Language Skills

- Ability to communicate both written and orally.
- Ability to follow directions from both written and oral instructions.
- Ability to read and comprehend instructions, short correspondence and memos. Ability to write simple correspondence.
- Ability to communicate with families and children in a positive and helpful manner.
- Ability to respond to common inquiries or complaints from the community.
- Some Bilingual fluency helpful (English/Spanish or English and other languages present in the local area).

Mathematical Skills

- Ability to add, subtract, multiply and divide.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written or oral form.
- Ability to maintain confidentiality.

6. Computer Skills

To perform this job successfully, an individual should have a general knowledge of a personal computer, Windows, Microsoft Word and Excel, the Internet and email software. In addition, an individual should be able to operate various office machines.

7. Training: Continually participate in additional training related to the job as requested by immediate supervisor or administration.

- Must attend training and/or conferences that may require overnight out-of-town travel for up to one week.
- Must attend a minimum of 15 clock hours of professional development per year.
- Must maintain current First Aid and CPR certification, as applicable.
- Must maintain an individual Professional Development Plan.
- Ability to apply new techniques of staff training, knowledge of human behavior and behavior modification.

8. Physical Demands

- Time spent riding on public roads in changing weather conditions.
- Requires riding in all weather conditions including rain, snow, ice, wind, heat, etc.
- Must be able to assist in changing tires and make other minor repairs as necessary.
- May be required to lift up to 55 pounds.

9. Work Environment

- Travel by car, bus, airplane or train may also be required associated with attendance at conferences, meetings and other duties carried out at distant locations in and out of state and in some cases where some overnight travel may be required.
- Some exposure to communicable diseases.
- Noise level in the work environment may be moderate to loud.
- Work is typically performed in a classroom or kitchen setting and some office work may be required.
- Some evenings and weekend work may occasionally be required for events such as home visits, parent teacher conferences, Parent Committee meetings, community and social events.

I have read the duties set forth in the above job description and understand that the failure to fulfill such duties may result in my termination of employment with this agency. I understand that Arkansas Early Learning, Inc. is an "at will" employer. I hereby agree that I will be on call for work according to employment security division standards during any program layoff.

Signature: _____

Date: _____