

# Tompkins Community Action

*an active community can produce powerful change*

**JOB TITLE:** Support Aide  
**STATUS:** Non-Exempt  
**DEPARTMENT:** Family Services  
**SUPERVISOR:** Center Manager

## **Job Summary:**

Support quality integrated service delivery in classrooms that promotes children's social and emotional development as well as health and safety, as defined in daily lesson plans. Support implementing a service delivery in accordance with Head Start Performance Standards, regulatory guidelines, and TCAAction policies and procedures. Support nurturing and responsive practices, interactions, and environments that foster trust and emotional security for children. Assist implementing adopted curriculum as well as defined department initiatives for children ages 6 weeks to 5 years. Responsibilities include: assistance with child hygiene, supporting children during play and activities, food service delivery, and data reporting tracking. Support meeting program goal plans for School Readiness and Family Engagement outcomes for children and their families at sites throughout Tompkins County.

## **Job Responsibilities:**

### **Program Delivery: (90%)**

#### **Health, Safety and Security:**

- Actively support the health and safety of all children and families; adhering to classroom supervision plans.
- Promote children's security and attachment by responding promptly and consistently to their needs as defined by program and individualized plans.
- Ensure a healthy and safe physical environment for children to prevent and reduce injuries and illness; notifying Teacher and Supervisor of any unsafe condition in a timely manner
- Maintain working knowledge of individual children's special needs; including medical, nutrition, and education Individualized plans.
- Adhere to classroom child supervision plan that ensures staff are actively engaged and closely supervising all the children at all times
- Maintain accurate count of children in attendance at all times, utilizing method of frequently counting children, in accordance with NYS Office of Children and Family Services Child Care Regulations
- Support all components for the implementation of program food services delivery, as directed and defined by classroom and/or site plans.
- Assist children with hygiene needs such as toileting, tooth brushing, or special procedures as directed
- Provide classroom staff with daily breaks, as directed and defined by daily classroom plans
- Perform daily, weekly, monthly cleaning, organizing and sanitation classroom requirements; includes completing required reporting forms in compliance with Department Procedures and Regulatory Guidelines
- Launder classroom articles, as directed and defined in Department Procedures
- Prepare playground before and after classroom hours to ensure safety and sanitation; as defined by Department Procedures and Regulatory Guidelines.
- Support morning and end day preparation of classroom for children, as directed and defined in classroom plans.
- As assigned, ensure the Daily Classroom Safety Checklist, Daily Attendance, Health Check, and Meal Count documentation is completed, including daily electronic submission, according to Department Procedures
- Provide staff coverage, as requested, to ensure service delivery meets ratio requirements and program delivery plans.
- Maintain knowledge of, and act as, Mandated Reporter; follow guidelines and complete documentation as defined in Department Procedures.

#### **School Readiness and Family Engagement:**

- Support the social and emotional development of children's self-awareness; encourage trust building and foster independence; following established routines and transitions; assure opportunities for developing feelings of competence and self-esteem, as defined by daily classroom plans
- Employ a culturally competent and flexible approach when working with staff, children and families
- Assist children in participating as fully as possible in the classroom program and routines, defined by classroom plans
- Maintain an open, friendly and informative relationship with children's families to encourage their participation in the program
- Work closely one-to-one with assigned children, as directed

- Taking direction and cues from teaching staff assist and support implementation of classroom program plans.
- Respond to immediate classroom needs; with particular attention to transitions, playground and meal times to facilitate program and classroom daily plans.
- Work with site staff to facilitate family engagement opportunities; supporting Parent/Guardian classroom involvement

**Reporting: (5%)**

- Immediately report facility and equipment issues or repairs needed to Supervisor
- Complete Daily Cleaning, Classroom Set-up and Playground Safety Check-list
- Perform monthly inventory of all site First Aid bags, documenting appropriately
- Complete and submit assigned daily, weekly and monthly reports, may include electronic submissions
- Accurately complete and submit CACFP paperwork, as requested
- In the absence of assigned staff, compare and ensure meal count numbers are consistent with attendance; complete reporting as directed
- Support data tracking for program outcome reports

**Other: (5%)**

- Promote Agency Mission and adhere to policies, procedures and guidelines as defined by TCAction and all program funders; must understand, comply with, and implement Head Start Program Performance Standards and NYS Office of Children and Family Services Child Care Regulations
- Support nurturing and responsive practices, interactions, and environments that foster trust and emotional security; providing consistency including maintaining defined work hours and 99% work schedule attendance.
- Meets regularly with supervisor and submits all requested and required reports
- Participate in program staff meetings, as active team member, to enhance and expand the program, problem solve and increase efficiencies.
- As requested, participate in Site activities, Program Events and Community Activities, which may include nights and weekends
- Attend all trainings as defined in Department Training Plan; missed trainings will require individual "make-up" completion as directed.
- Expand knowledge base and identify professional development opportunities; completing Professional Development Plan annually with Supervisor and Specialist staff.
- Participate in Department Annual Self-Assessment
- Other duties as assigned; may include nights and weekends

**Required Knowledge, Skills, and Abilities:**

- Ability to work in professional manner, with diverse groups and individuals, in all work scope situations
- Flexibility to adapt to changing needs of children and classroom plans
- Computer literacy including: spreadsheet and word processing
- Good communication skills; written and verbal
- Ability to organize and prioritize work, with attention to detail
- Learned knowledge of child discipline behavior practices, guidance and procedures, within 3 months of hire
- Learned knowledge of early childhood development, within 3 months of hire
- Learned knowledge of classroom management techniques, within 3 months of hire
- Learned working understanding of Department Procedures, Policies and Regulatory Guidelines, within 3 months of hire

**On-Going Clearance:**

- Satisfactory clearance: NYS Division of Criminal Justice Services and NYS Central Register of Child Abuse and Maltreatment
- Complete and maintain First Aide / CPR Certification
- Complete annual Mandated Reporting Training Certificate
- Physically able to bend, stoop, kneel, climb, run short distances, stand for long periods and lift up to 50 pounds; Medical and Sick Leave absences require *Return to Work Clearance* documentation.
- Bi-Annual satisfactory physical including TB test (Mantoux or Chest X-ray)
- Meet TCAction criteria for satisfactory driver's license in order to access agency owned vehicles

**Minimum Required Experience:**

- High School Diploma or GED
- One (1) year work experience with infants, toddlers, or preschool age children.
- Complete three (3) continuing education credits in Early Childhood Education within first year of hire

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Position covered under TCReaction, Local No.11; Painter's District Council # 4 bargaining unit.*