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| Job Title: | **Special Needs Aide** |
| Department: | Child Development |
| Reports to: | Teacher |
| Grade: | CA |
| Supervises: | None |
| FLSA Status: | Non-Exempt |
| Prepared by: | Abria Morrow |
| Date: | January 19, 2016 |
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| Purpose: To promote school readiness by enhancing the social and cognitive development of children through the provision of education, health, and nutritional, social, and other services to enrolled children and families. |
| Essential functions:1. Assisting in administering day-to-day operations.
2. Assisting in the overall care and supervision of children.
3. Providing individualized care for specific children.
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| Position Objectives:*1. Education and Early Childhood Development*1. Utilize the Performance Standards, Head Start Act, NMCAA Head Start Program Plan, Michigan Licensing Rules for Child Care Centers, the Early Childhood Standards of Quality for Pre-Kindergarten and Program Procedure Manual to ensure program requirements are being met.
2. Provide a developmentally appropriate classroom environment using the Creative Curriculum, School Readiness goals and Early Learning Framework.
3. Provide clear behavioral expectations and use effective methods to prevent and redirect misbehavior using Conscious Discipline guidelines.
4. Utilize the Challenging Behavior Protocol to identify a course of support for challenging behaviors.
5. Use data and child outcomes from Teaching Strategies GOLD assessment reports; teaching team and parent input are to be used for weekly lesson plans, IEPs, individual and group planning.
6. Adhere to NMCAA Guidance Policy and Program Philosophy.

*2. Child Health and Safety*1. Provide a safe and healthy classroom environment using the State of Michigan Licensing Rules for Child Care Center requirements, the Head Start Monitoring Protocol, CLASS and Preschool Program Quality Assessment as guidance.
2. Follow the Mandated Child Abuse and Neglect Reporting procedures.
3. Ride the bus when needed to meet State of Michigan Licensing Rules for Child Care Center and Head Start requirements.
4. Follow the Universal Precautions for Preschool and Daycare posting, Handwashing posting, Cleaning and Sanitizing Guidance and Disinfecting Procedure.

*3. Community Partnerships*1. Plan and implement transition activities for the child and family in preparation for the child’s next school setting.

*4. Family Partnerships*1. Engage in a process of collaborative partnership building with families as assigned by the supervisor to establish mutual trust.
2. Work with families as assigned by the supervisor to develop School Readiness goals for their child. Review progress on goals and plans throughout the year.
3. Encourage and mentor families to participate in their child’s education.
4. Educate families about developmentally appropriate expectations for preschool-age children.

*5. Child Nutrition*1. Follow USDA and Head Start Nutrition guidelines.
2. Sit with the children during snack and meal times, share the same menu and engage them in conversations using the CLASS tool as a guideline.

*6. Child Mental Health*1. Implement the mental health plans put into place by mental health professionals for the children and families.

*7. Disability*1. Attend IEP’s as assigned by supervisor to advocate for families and children.
2. Assist in the development and implementation of an Individualized Action Plan, as needed, to meet identified child goals and objectives from IEP’s, DECA’s, child assessments, etc.
3. Ensure individualizing based on IEP goals is carried out when engaging children.

*8. Record Keeping*1. Knowledge of basic computer skills with experience in internet access, web-based software and e-mail. Working knowledge of office equipment.
2. Use provided guidance and checklists regarding due dates and timelines.
3. Team with the supervisor to provide input for the completion of the lesson plan.

*9. Child Health and Developmental Screening*1. Conduct child screenings and developmental assessments within specified time frames.

*10. Personal and Professional*1. Maintain professional and personal confidentiality.
2. Proficient writing skills.
3. Attend all required trainings and meetings.
4. Perform required physical tasks, including the ability to lift at least 50 lbs.
5. Maintain an Employee Center File which includes a current physical, TB, CPR, First Aid, Blood Borne Pathogen training and State of Michigan Licensing Rules for Child Care Center training requirements.
6. Participate in professional growth opportunities.
7. Adhere to established work schedule with the understanding that flexibility is necessary to meet all assigned job requirements.
8. Implement new ideas using supervisory/coaching feedback.
9. Flexible hours may be required.
10. Perform other related duties as assigned by supervisor.
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| **Measured by:** 1. The quality of services provided. 2. Cooperation and feedback from families and co-workers. 3. The ability to represent the agency professionally in service to families and the larger  Community. 4. Performs job duties in accordance with agency policies and procedures. |
| **Minimum Education:*** High School Diploma or GED.

**Additional Qualifications Required:*** Ability to meet the State of Michigan and Federal background check requirements.
* Ability to meet the State of Michigan and Federal physical and TB examination requirements.
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| **Minimum Experience:**1. Prior experience working with low income/at risk families.
2. Prior experience working with special needs children.
3. Strong teamwork skills which balance team and individual responsibilities.
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| **Essential Abilities:**1. A commitment to the NMCAA and Head Start philosophy and mission.
2. Ability to maintain confidentiality.
3. Ability to interact positively with co-workers and clients in a non-judgmental, tactful and courteous manner.
4. Ability to work openly and cooperatively as a team member.
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| **Minimum Skills Required:**1. Effective verbal communication skills.
2. Computer skills
3. Willingness to seek further training and education.
4. Willingness to adhere to the NMCAA Child & Family Development Program Guidance Policy and implement positive behavior management techniques.
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| **Minimum Physical Expectations:**1. Physical activity that requires keyboarding, sitting, phone work and filing.
2. Physical activity that requires lifting of 50 lbs or more.
3. Physical activity that requires bending, stooping, reaching, climbing, kneeling and/or twisting.
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| **Minimum Environmental Expectations:** 1. Possible exposure to blood and bodily fluids or tissues. 2. Possible exposure to communicable diseases. 3. A moderate amount of driving is required. |

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