

JOB SPECIFICATIONS

JOB TITLE

Caregiver Aide (Early Head Start)

SUMMARY OF JOB

Assist in the planning and implementation of daily educational activities for the infants and toddlers assigned to the group. Provide supervision, personal needs (including hygiene and nutrition) and other related duties assigned by supervisor.

This position will assist the program to provide quality early childhood education services (literacy, learning and personal care) to infants and toddlers in accordance with the Head Start Performance Standards and agency policy.

JOB DUTIES

1. Assists with weekly planning and implementing of daily educational activities for infants and toddlers.
2. Assists Caregiver in maintaining an attractive, safe and healthy learning environment (classroom) that is appropriate to the developmental level and learning style of the infants and toddlers.
3. Confers with the Caregiver as to definite responsibilities and schedules to be carried out in the classroom.
4. Assumes responsibility for the care and safety of the infants and toddlers and the planning and implementing of classroom activities during the temporary absence of the Caregiver.
5. Supervises the infants and toddlers at all times (i.e. feeding, toileting, sleeping and playing) to ensure their safety and well-being.
6. Makes observations (written and/or verbal notations) of the children.
7. Assists the Caregiver with organizing infant and toddler developmental folders.
8. Interacts face-to-face with infants and toddlers during routine activities.
9. Supervises infants and toddlers at all times.
10. Supports the social, emotional, physical and developmental needs of each infant and toddler.

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11. Maintains good communication with parents and co-workers.
12. Assists Caregiver with home visits.
13. Assists with preparation of inventory of classroom supplies. Keep supervisor informed of needs.
14. Documents the children's files with pertinent information as specified in programs standards and policies.
15. Participates in Parent Teacher Conference with caregiver.
16. Attends all parent meetings unless excused by the Center Supervisor.
17. Takes advantage of all, educational opportunities for professional growth including taking college credit courses, attending workshops, seminars and conferences.
18. Assists the Caregiver with maintaining the hygiene and personal needs of the infants and toddlers assigned to group.

Additional Responsibilities

Assist with disinfecting the environment throughout the day, including the diaper changing area and any toys mouthed by infants. Use a solution of ¼ cup of bleach to one gallon water that is maintained in a spray bottle to disinfect environment. This solution should be kept out of the reach of children. After an infant has mouthed a toy, place the toy in a box on a high shelf until there is time to clean it with the solution.

- Assists Caregiver with maintaining daily communication with parents that address the children's daily intake, as well as eating and elimination patterns.
- Attends IFSP meetings when appropriate.

QUALIFICATIONS AND REQUIREMENTS:

1. Must be at least 18 years of age.
2. A high school diploma or equivalency.
3. Prior experience working in an early childhood education setting such as childcare center, school or Head Start, preferred.
4. Must be able to assist caregiver with implementing program's curriculum and conducting assessments of children's performance

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5. Must be able to assist caregiver with developing and implementing lesson plans that meet the needs of all children assigned to the classroom.
6. Must possess a positive attitude, flexible and able to work with diverse groups of people.
7. At least 6-12 months experience working with infants and toddlers, preferred.
8. Must be sensitive to the needs of people and prior work experience with diverse populations (ethnically, socially and economically).
9. Must be able to work with all parents.
10. Computer and Technology skills desired.