HEAD START OF YAMHILL COUNTY

1006 NE 3RD STREET (SUITE A), MCMINNVILLE, OR 97128
POSITION DESCRIPTION

Revision Date: 11/2026	**Position Number:** HSYC-12-03 – Classroom Aide
Position Title: Classroom Aide	**Pay Range:** $15.95
Reports to [Job Title & Division/Department]: Teacher	
FLSA Status: Non-Exempt	
Positions Supervised: None	

GENERAL DESCRIPTION

Assist Teacher and Teacher Assistant delivering daily classroom activities and overseeing the well-being of all children.

MINIMUM QUALIFICATIONS:

1. Knowledge of, or a willingness to learn, Child Development, Early Child Education, Developmentally Appropriate Practices, and a willingness and ability to work with children with challenging behaviors and children and parents with special needs
2. Willingness and ability to work with at risk children and families
3. Demonstrate ability to use positive guidance techniques (PBIS) with children, families, and co-workers
4. Demonstrate ability to use Teacher Child Interaction Training (TCIT) with children
5. Demonstrate ability to use Conscious Discipline Training (CD) with children and staff
6. Ability to work as a team member, taking direction when given
7. Experience of positive and respectful communication with children and families
8. Warm tone of voice
9. Enthusiastic, energetic, compassionate, sensitive and respectful personality
10. Understands and demonstrates ethical practices as listed in the NAEYC Code of Ethics
11. Maintain confidentiality and exercise sound judgment concerning privileged information
12. The ability and willingness to engage and move around with children at their level (floor, child seats, outside, etc.)
13. Computer literate
14. Must be free of child care-restrictible disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity

that poses a threat to the health or safety of children

MINIMUM EDUCATION AND/OR EXPERIENCE:

1. High School Diploma or GED
2. Willingness to work towards a Child Development Associate (CDA) credential, Infant/Toddler Certificate and/or Preschool Certificate OR training applied towards an Oregon Registry Online Step 7
3. Experience working with children in a preschool setting

COMMUNICATION SKILLS:

1. Able to effectively communicate positively, respectfully, sensitively and confidentially with children, families and co-workers
2. Represent the organization to the public in a professional manner
3. Ability to read, speak, and write with proficiency in English language
4. Bilingual/ Bi-literate English/Spanish preferred
5. Ability to use various types of equipment to communicate; email, fax, telephone conversations and face-to-face meetings
6. Must be able to communicate with peers and Coordinators to relay important information quickly and effectively regarding children and families
7. Ability to participate in effective conflict resolution practices
8. Professional telephone communication skills
9. Good written and oral communication

CERTIFICATE, LICENSES, REGISTRATIONS:

1. Registration and approval to work in a child care facility and continued enrollment with the Criminal History Registry of the Oregon Child Care Division. Consisting of a Federal fingerprint background check, State background check, child abuse/neglect check and sex offender check
2. Pre-employment physical and throughout employment
3. Self-Health Appraisals throughout employment
4. Complete the Head Start 101 and Human Resources trainings
5. Obtain Food Handler's certification within 30 days of hire*
6. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire
7. Obtain the Recognizing and Reporting Child Abuse and Neglect Certificate within 30 days of hire
8. Obtain First Aid/CPR certification within 90 days of hire.
9. Obtain the Foundations for Learning within 90 days of hire
10. Enrollment in Oregon Registry Online**
11. Reliable transportation

*Not required for administrative office staff/ those not typically in the classroom

**Required for all classroom staff, education support staff and education supervisors

Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and

criminal records checks as required by ORS 181.537, and child protective services records checks.

ESSENTIAL JOB DUTIES:

1. Assist Teacher and Assistant Teacher with daily routines, educational opportunities and necessary documentation
2. Provide classroom support as a substitute (which may include bus monitoring) in the classroom when Teacher or Teacher Assistant is out
3. Use a positive approach in guiding children and communicating with families, staff and community members
4. Participate in creating an environment that is safe, clean, healthy, and developmentally appropriate
5. Provide support to Teacher and Teacher Assistant with active supervision including routinely counting children during class time as well as before and after transitions; updating classroom attendance as well as attendance white boards
6. Attend center, classroom and staff meetings, professional development groups, training sessions and activities as part of job duties.
7. Willingness to receive feedback from coaches, mentors and specialists regarding skills in the moment as well as outside of class time.
8. Participate in in-service days, trainings, meetings, professional development groups outside of regularly scheduled work hours.
9. Assist with food service as needed
7. Record child observations/anecdotal records as needed
8. Monitor children's bus ride, as needed or assigned
9. Accept other tasks as related to assigned duties
10. Assist Teacher(s) in implementing daily lesson plan(s)
11. Attend and participate in weekly classroom planning sessions, as part of job duties
12. Participate in providing a safe and healthy environment on a daily basis
13. Maintain confidentiality of privileged information
14. Assist team in center meetings, parent meetings, as part of job duties
15. Models direct, positive, honest and respectful behavior in every aspect of work with children, families, staff and community members
16. Energetic, compassionate and enthusiastic working with children, families, staff and community members
17. Supports classroom team by receiving direction and taking initiative in classroom situations
18. Completing ongoing tasks such as cleaning and organizing.
19. Communicating with classroom staff regarding needs and skill development
20. Other tasks as assigned

ADDITIONAL JOB DUTIES:

1. Willingness to support children in toileting needs and progression towards self-help skills
2. Willingness and ability to work with special populations: children with special needs, children who've experienced trauma and children with challenging behaviors.
3. Receive and participate in reflective supervision process.
4. Aide in the development of an age-appropriate schedule, daily program and curriculum for preschool children.

5. Aide in assuring that the classroom is supplied with necessary supplies and materials and assume responsibility for use of space, materials and equipment.
6. Aide in assuring that resources are used effectively.
7. Aide in teaching problem solving and social emotional skills to children
8. Daily class evaluation between teaching staff.
9. Maintain confidentiality in all areas of the program including staff, program, child and family information.
10. Maintain a professional demeanor as a representative of the organization.
11. Ability to relate positively with children and adults.
12. Ability to travel to out-of-town training sessions and overnight meetings as required.
13. Ability to work under stress and be flexible.
14. Demonstrate ability to work as a team member.
15. Demonstrate positive guidance techniques with children at all times and model those techniques for families.

OTHER RESPONSIBILITIES:

1. Participate in training and evaluating volunteers and substitutes

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is frequently required to sit on the floor for long periods of time; bend; stoop; crawl; play; run after and with children on a regular basis.

1. Ability to: lift up to 80 pounds with assistance

MENTAL DEMANDS:

1. Job requires mental alertness
2. Ability to anticipate possible crisis situations and deal with them effectively
3. Ability to use good judgment with at-risk client populations

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Exposure to outside weather conditions
2. Driving in all conditions
3. Exposure to Indoor environments
4. Exposure to wet and/or humid conditions due to outside weather conditions
5. Work within a team environment

CONFIDENTIALITY:
Respects the confidentiality of information about Head Start enrolled children and families, agency staff, personnel issues and other program operations.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

_____ _____

Signature **Date**

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.