



## **STEP FORWARD Classification Specification**

### **EDUCATION AIDE (2090)**

#### **Purpose of Classification:**

The purpose of this classification is to assist the Teachers and Assistant Teachers in the care and safety of children in the Head Start Program.

#### **Essential Functions:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Assists the teachers and assistant teachers with meeting Head Start child development goals and curriculum implementation.

Maintains the classroom with regards to equipment materials, and supplies and ensure the safety of the classroom operations; ensures any sources of danger to the children are kept out of their reach; keeps classroom neat and orderly by assisting with picking up toys, materials, and other potential hazardous to the children.

Assists the teachers and other staff in meal service and family style dining with the children and helps with the clean-up of the tables and getting children to finish their meals; assists with toileting, dressing, eating, tooth brushing and any other areas of health, safety and hygiene.

Assists the teachers with outdoor play activities and chaperoning on field trips; ensures children are constantly being monitored during both indoor and outdoor play times.

Attends meetings, conferences, workshops and other trainings to keep current and up to date with policies and procedures, Head Start rules and regulations and for professional development to increase the skills and experience of the job.

#### **Additional Functions:**

Performs other related duties as required.

#### **Minimum Qualifications:**

High School Diploma or GED required; One year of experience in a child care position preferably in an educational environment preferred.

**License or Certification Required:** Must possess and maintain a valid Ohio driver's license. Must have State of Ohio ACT 33 (Child Abuse) ACT 34 (Criminal Record) and ACT 14 (FBI) Clearances.

## **Performance Aptitudes:**

**Data Utilization:** Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials such as computers, copiers, printers and fax machines used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA Compliance:**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes animal/human bites, disease, or pathogenic substances.

*Step Forward is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Agency will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*