



# WOOD COUNTY HEAD START®, INC.

## INTERNAL/EXTERNAL JOB POSTING-J34-22 CLASSROOM/BUS AIDE SUBSTITUTES-WIS RAPIDS

**2022-2023 PAY SCALE WAGES**  
**COVID VACCINATION WILL BE REQUIRED**  
*(Exemptions will need to be approved by HR)*

- ◆Join the Head Start team. Assist driver with safe transportation of children by interacting with children to create positive experiences or assist in the classroom helping with various classroom duties.
- ◆ A high school diploma is required and experience with children under the age of 5 is preferred.
  - ◆These positions work Monday – Friday.
  - ◆Hourly rate is \$11.76 (more pay increases expected)
  - ◆Wood County Head Start promotes further educating our staff with monthly trainings as well as provides a tuition reimbursement option for dedicated staff.
- ◆Wood County Head Start promotes a well-balanced work-to-home aspect with a very flexible work schedule.

*To Apply:*

The required application packet can be picked up at:  
Wood County Head Start, Inc.  
1011 8<sup>th</sup> Street South  
Wisconsin Rapids, WI 54494

Email a request for an application: [wchs@woodcoheadstart.org](mailto:wchs@woodcoheadstart.org)

**DEADLINE: Open until filled.**  
An **application** is required and must be received  
at the Administrative Office.

An Equal Opportunity Employer

# WOOD COUNTY HEAD START, INC.

**Position: Substitute Classroom Aide**

**Reports To: Teacher**

**Status: Hourly**

**Date: July 2022**

**Summary:** The primary responsibility of the classroom aide is to work with the children with special needs and assist with various classroom duties. Substitute positions work on an on-call basis. This position reports to the classroom teacher and functions as a member of the classroom educational team.

**Essential Duties and Responsibilities:** *Other duties may be assigned.*

- ◆ It is the responsibility of every employee to help provide a nurturing, positive and supportive environment for all children by:
  - ◆ Providing positive and soothing interactions.
  - ◆ Guiding children using positive statements. NEVER use ridicule or judgmental or harsh statements.
- ◆ Assist children in classroom routine.
- ◆ Assist with children's personal hygiene including brushing teeth, hand washing, and toilet training.
- ◆ Monitor and ensure children's safety during outdoor and indoor play and monitor appropriate paperwork.
- ◆ Help with the implementation of small group activities.
- ◆ Report to teacher regarding progress and concerns of children.
- ◆ Sterilize and set the tables at mealtime with the children's help.
- ◆ Monitor all children's eating habits during meal times and share with appropriate staff.
- ◆ Guide children so they can serve themselves at meals.
- ◆ Talk with children about nutrition and encourage them to try a variety of foods.
- ◆ Assist children using Head Start's philosophy and methods of child guidance.
- ◆ Clean center including bathrooms, classrooms, tables and chairs. Vacuum, sweep and wash floors. Take out garbage and perform other cleaning duties as needed.
- ◆ Establish and maintain effective working relations with children, parents, and staff which support Head Start's philosophy and achieves Head Start's mission.
- ◆ Understand, interpret, explain and comply with applicable laws, regulations and policies regulating Head Start classroom services, reporting and recordkeeping.
- ◆ Comply with agency policy and state law regarding the reporting of suspected child abuse/neglect. Mandatory reporter of suspected child abuse/neglect.
- ◆ Be adaptable to meet the needs of individual classrooms.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.***

Frequent walking, standing, sitting on the floor, sitting on the floor cradling a child and sitting on small children's chairs is necessary. Sprinting or running and the ability to lift over 50lbs. is occasionally essential. Frequent reaching forward and squatting, stooping and kneeling are necessary. Bending or twisting at the trunk and neck more than the average person is essential occasionally. Reaching above the head and repeating the same hand, arm or finger motion many times are occasional. Climbing stairs and into vehicles are occasional. Frequent hand/grip strength is necessary. Use of arms and hands are needed occasionally for finger dexterity and manual dexterity.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Working inside is constant with frequent work outside. Working in temperatures below 32 degrees is frequent while working in temperatures above 100 degrees is occasional. Exposure to sunlight is frequent. Walking on slippery surfaces is occasional. Working in confined spaces and/or cramped body positions and working in loud noise areas is occasionally essential. Risk of being bitten by animals or insects is occasional. Risk of being bitten by children is also occasional. Exposure to infection (greater than the average person) is constant. Exposure to gases and fumes, solvents and degreasers is frequent. Exposure to environmental allergens such as grasses, weeds, pollen and trees is occasional. Close exposure to CRTs is occasional. Working irregular or extended work hours is occasional.

The need for good depth perception, seeing objects/persons at a distance, seeing close work such as typed or handwritten material and being able to tell differences among colors is occasional. Hearing conversations in a quiet environment is occasional. Hearing the differences among bells, buzzers, beeps, horns, etc., as well as the ability to tell where a sound is coming from is occasionally essential. The ability to hear conversations in a noisy environment is frequent. Communicating through speech is constant.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.***