



# WOOD COUNTY HEAD START®, INC.

## INTERNAL/EXTERNAL JOB POSTING-J68-23

### CENTER AIDE – WISCONSIN RAPIDS

#### **COVID-19 VACCINATION REQUIRED**

*Exemptions will be considered by HR*

- ◆The primary responsibility of the center aide is to float between classrooms to help staff and children as needed throughout the school day.
  
- ◆Experience with infant/toddlers and school aged children is preferred. Associate Degree in Early Childhood Education, Child Development Associate (CDA), or Early Childhood Course I and II are preferred or a high school diploma with six months work or volunteer experience with young children is required, Head Start experience is preferred.
  
- ◆This position is Monday – Friday working 35-40 hours per week. Wage is \$11.86-\$14.27 per hour (increases expected) depending on training and experience.

*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:** Center Aide – West

**Reports To:** Center Coordinator

**Status:** Hourly

**Date:** July 2022

**Summary:** The primary responsibility of the floater is to help the centers function efficiently by providing support to the center and classrooms. This position is up to 8 hours a day, five days a week, approximately 12 months a year and includes a.m. and/or p.m. sessions. This position functions as a member of the center and 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.
  - Any staff member witnessing another staff member exhibiting confrontational behaviors, techniques or statements towards children will be reported immediately to their direct supervisor or members of management.
- ◆ Assist children using Head Start's philosophy and methods of child guidance by create a nurturing and supportive environment for children with a variety of needs through:
  - Positive and soothing interactions.
  - Structure and routine.
  - Direct physical interaction with children during times of emotional/behavioral outbursts which may involve cradling with children on the floor.
  - Follow through on strategies as directed by the Education Manager, Mental Health Consultant and Classroom Teacher.
- ◆ Serve as classroom aide when assigned to a classroom by:
  - Assist children in classroom routine.
  - Assist with children's personal hygiene including brushing teeth, hand washing, and toileting/toilet training.
  - Monitor and ensure children's safety during outdoor and indoor play and monitoring appropriate paperwork.
  - Implement 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.

*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.*

- Talk with children about nutrition and encourage them to try a variety of foods.

**Essential Duties and Responsibilities Continued:**

- ◆ Clean center including bathrooms, classrooms, tables and chairs. Vacuum, sweep and wash floors. Take out garbage and perform other cleaning duties as needed.
- ◆ Keep bathrooms stocked with necessary supplies for diapering and toileting children.
- ◆ Carry radio and respond to calls for assistance.
- ◆ Assist in classrooms as directed by the center coordinator.
- ◆ Maintain confidentiality regarding information about children, family, and staff.
- ◆ 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.
- ◆ Work cooperatively with the center coordinator as well as all center staff.
- ◆ Comply with agency policy and state law regarding the reporting of suspected child Abuse/neglect. Mandatory reporter of suspected child abuse/neglect.
- ◆ Attend meetings and participates in job-related training sessions as required by the agency as well as complete requirements set forth by DHFS and the Department of Health and Human (DHHS) Standards.
- ◆ Substitute as a Bus Aide when necessary.
- ◆ Flexible in working irregular or extended hours.

**All employees** must report to the HR coordinator any known convictions, pending charges or other offenses of the licensee or child care center employees which could potentially related to the care of children

**Education/Knowledge and/or Experience:**

Early Childhood I and II (two forty hour courses) is preferred or a high school diploma with the agreement that the employee will enroll in Early Childhood courses at the start of the next semester of classes. Six months work or volunteer experience dealing with young children is required. Head Start experience is preferred either paid or volunteer. Willingness to earn a Child Development Associate (CDA) within 2 years.

**Special Employment Requirements:** Must pass criminal records check from the Wisconsin Department of Justice, initially and on an annual basis. Complete a background information disclosure form prescribed and provided by Day Care Licensing that affirms that the employee has not been convicted or is not the subject of a pending criminal charge as specified. A physical exam and TB screening is required at the time of hire and also is required to be periodically updated as stated in the Employee Handbook.

**Language Skills:**

Ability to read and comprehend instructions, short correspondence and memos.

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**Mathematical Skills:**

Ability to add, subtract two digit numbers and to multiply and divide with 10's and 100's.

**Reasoning Ability:**

Ability to deal with problems involving a variety of concrete variables in standardized situations and the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Other Skills and Abilities:**

Ability to work with diverse personalities and populations. Ability to keep high level of confidentiality. Ability to work as a team. High level of patience and understanding dealing with young children.

**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.*

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, *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.*

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.

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Center Floater