

PERSONNEL REQUISITION

It is the policy of this Agency that no applicant, client, and/or employee of Little Dixie Community Action Agency, Inc., shall on the basis of race, color, national origin, religion, sex (including pregnancy and sexual harassment), age (40 or older), disability, political affiliation, protected veteran status, genetic information & testing, sexual orientation, gender identity, Family Medical Leave, participation in protected activity, or any other characteristic protected by law, be excluded from participation in or be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which Little Dixie Community Action Agency operates or is applying for funding.

Position Title SNA - Special Needs Assistant
Department Head Start Number of Vacancies 1

Date Required ASAP Pay Grade \$7.35/hr Exempt Non Exempt

Full-Time Part-Time 29 hours/4 days
Hours/Days

Regular Temporary _____
Expected Term

New Position Approved and Budgeted Yes _____ No
Date

In what City will this job be located? Antlers II Head Start

Replacement Kelsie Winship
Prior Employee

Who will screen applicants? Darla Galyon

Brief description of essential responsibilities: (Attach approved Job Description)

See job description

Special knowledge, skill and ability requirements: See job description

Education and experience required: See job description

Requested By Darla Galyon 10.31.2017
Supervisor Signature Date

Approved By [Signature] 10/31/17
Personnel Officer Date

FOR PERSONNEL OFFICER

Date Received 10/31/17 Date Position Filled _____ Employee's Name _____

Please complete an in-house, online application at www.lidcaainfo.org by: 11/2/17

PR 17 116
EHS SNA - Special
Needs Assistant

Little Dixie is an equal opportunity provider and employer.
M/F/Vets/Disabled and other protected categories.

Please refer to the PR # and description when applying

JOB DESCRIPTION
Special Needs Aide

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|--|------------------------------|
| 1. Little Dixie C.A.A | 2. Program: Head Start |
| 3. Reports To: Head Start Teacher | 4. Title: Special Needs Aide |
| 5. Grade: 1 | 6. Date: August 14, 2015 |
| 7. Approved By: Rebecca Reynolds <i>RR</i> | 8. Status: Non-Exempt |

JOB SUMMARY:

The Special Needs Aide is responsible for the care, well-being, safety and education of a special needs child. The Special Needs Aide assists the Teacher and Teacher Assistant to create and manage an attractive, warm and challenging learning environment for children, incorporating appropriate early intervention, learning and care activities which meet the needs of the group as well as those of individual children and families.

Must possess the ability to read, speak and write with proficiency in English language.

ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

Enclosed facility, classroom environment; floors may be vinyl tile or carpeted; may come into contact with childhood diseases and blood on occasion.

DUTIES AND RESPONSIBILITIES:

1. Plan, formulate, coordinate and implement appropriated special needs activities in accordance with performance standards and LEA agreements.
2. Work with parent volunteers in the center.
3. Work in a team setting with all other staff to determine the needs of the children.
4. Assist the Teacher in demonstrating to parents effective ways to reinforce the children's needs in the home.
5. Attend IEP meetings as required and help implement IEP service plans. Attend all therapy sessions with the special needs child.
6. Perform all duties in a safe manner.
7. Work together with center staff in keeping the center clean and safe.
8. Help the Teacher set up and maintain an appropriate classroom environment, including organization of space and material storage.
9. Help supervise field trips and recreational activities both in and out of the center and ensure correct child to staff ratio.
10. Supervise activities assigned by the Teacher/Caregiver, such as playground, dining room and bathroom activities.

11. Demonstrate verbally and by role modeling a sound knowledge of good teaching practices and of child growth and development. Children will not be punished and/or rewarded in association with rest or food.
12. Assist the teacher and teacher's aide in organizing the classroom according to developmental levels and individual needs of the child ensuring: the development of trust and emotional security; opportunities to explore a variety of sensory and motor experiences; opportunities for the development of self awareness, autonomy, and self expression; and opportunities for gross and fine motor development.
13. Provide information to parents as instructed by teacher, regarding their children as well as general child development information.
14. Involve parents in all aspects of the classroom; greet parents and children pleasantly and appropriately, ensuring a smooth transition into the center, a positive home-center connection and a family partnership; maintain ongoing professional and appropriate communication with parents through a variety of methods and send activities home that parents can do with their children to support the curriculum and the child's learning; encourage parents to become involved in workshops, training and other Head Start activities. Always use a positive approach and follow Head Start methods for redirection and guidance to handle misbehavior for children. NO forms of physical punishment or humiliation will be used.
15. An appropriate tone of voice and wording is required when talking to children and parents.
16. Must be able to sit and eat with children at mealtimes sharing the same menu. A physician's statement must be obtained for special dietary needs. Pleasant child-oriented conversation should take place during mealtimes. No sodas, tea or other drinks other than water is allowed to be consumed while children are present.
17. Smoking will not be allowed on Head Start property. No vulgar language is allowed. Cell phone use will be limited to emergency use only.
18. Maintain an environment that is tolerant and respectful of child and family cultures, values and differences. Assist Non-English speaking families.
19. Provide all information requested for program documentation in a timely manner.
20. Assist other staff with projects as requested. Perform other duties as assigned and reasonably within scope of duties listed above.
21. Report to work at scheduled times and maintain good attendance. Perform all duties in a timely and professional manner. Participate with a positive attitude and behavior in all program activities.
22. Keep all assigned records accurate and current as appropriate. Keep all records and family information confidential.
23. Continue professional growth by participating in ECE classes, training programs, workshops/conferences, as the budget allows. Attend and participate in staff meetings, in-service training, parent meetings and any other training, meeting or workshops as deemed necessary by the HS/EHS/EHS-CC Director or Executive Director.
24. Become knowledgeable and maintain an understanding and support the philosophies, theories and the mission of Early Head Start/Head Start and Little Dixie Community Action Agency, Inc.

25. The listed job functions, duties and responsibilities do not necessarily include all activities that the incumbent may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

SUPERVISORY RELATIONSHIP:

The Special Needs Aide works under the supervision of the Teacher and exercises no supervision over other employees.

EDUCATIONAL AND OTHER QUALIFICATIONS

1. High School Diploma or GED
2. Obtain and maintain first aid and infant/toddler CPR certification within 90 days from date of hire
3. Obtain required criminal record check clearance prior to hire and during employment as required. Must not have pending charges, entered a plea of guilty or nolo contendere, or been convicted of: any criminal activity involving violence against a person; child abuse or neglect; possession, sale or distribution of illegal drugs; sexual misconduct; or an act of gross irresponsibility or disregard for the safety of others or a pattern of criminal activity; or required to register pursuant to the Sex Offender Registration Act or any person required to register under the Mary Rippe Violent Crime Offenders Registration Act
4. Possess an understanding of the needs of low-income families and an appreciation for the role of the parents as primary educators of their children.
5. Must obtain and provide documentation of an initial and annual physical health examination and TB screening or assessment (as required).
6. Employment as a special needs aid is contingent on the need established by a child with special needs being present and employment will terminate no later than the end of school including any assigned cleanup days.

In lieu of education requirements, experience may be considered.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Must be able to sit/stand in a stationary position 50% of the time, stoop, bend; walk, talk; hear, use hands to grip, type, reach with hands and arms, occasionally required to stand or walk on uneven surfaces, and climb stairs, run short distances, crawl on floor with children,
2. Frequently must be able to move about inside the center to access classroom or office equipment, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, computer and printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 30 pounds or more.
6. Frequently must be able to lift at least 30 to 40 pounds and lift arms about shoulders, and spend time daily sitting on the floor with children.
7. Constantly must visually monitor the behavior, learning, and activities of children.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is non-exempt from the provisions of the Fair Labor Standards Act as amended in 1974.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)