

Job Description

POSITION: General Aide - Early Childhood (Save the Children)

REPORTS TO: Site Principal

DEPARTMENT: Service

FLSA STATUS: Non-Exempt

EMPLOYMENT TERM: 240 days

COMPENSATION: Pursuant to WV Code §18A-4-8a, commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated annually by the principal or his designee in accordance with McDowell County BOE's Guide to Performance Evaluation for Service Personnel and WV State Code.

JOB SUMMARY: Under the direction of the site administrator and/or applicable teacher performs supportive instructional and clerical duties, and other related assignments as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Oversee the implementation of *Early Steps to School*

- Recruit pregnant families and children ages birth to five into the program.
- Develop and schedule the program activities, including home visiting, parent/child groups, toddler play groups, transition to school activities, and other programmatic activities.
- Provide regular home visits to families (twice monthly) using an STC approved home visiting curriculum.
- Organize and conduct regular (minimum of one per month) parent/child groups, in the elementary school when possible and feasible.
- Conduct child screenings and make referrals to community providers for follow up assessment as needed.
- Coordinate with Save the Children staff, program partners, local schools and other community agencies in implementing *Early Steps*.
- Participate in training and technical assistance activities including Save the Children sponsored group trainings, technical assistance site visits, monthly audio conference calls and web based resource sharing and training activities.
- Participate in the evaluation of *Early Steps*, including data collection, interviewing and videotaping activities.

The following describe additional points related to the General Aide - Early Childhood position.

Desired Qualifications:

- Highly motivated, flexible and non-judgmental individual who is eager to learn;
- Experience working with pregnant women, children ages birth to five, and families in rural areas;
- Home visiting experience;
- Experience leading parent groups;
- Demonstrated early childhood knowledge, including infant/toddler knowledge;
- Energetic, motivated and creative;
- Able to work independently;
- Available and reliable vehicle for visiting families (mileage reimbursed);
- Competency with computers including previous experience with Windows programming and use of the Internet;
- Willingness to travel regionally and nationally for training; and
- Willingness to collect data and participate in the program evaluation.

QUALIFICATION REQUIREMENTS AND SKILLS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- A tuberculin skin test upon hire as per WV Code §16-3D-3; and
- Criminal history check of new applicants for licensure as per WV Code §18A-3-10.

EDUCATION AND/OR EXPERIENCE:

- Pass state competency test for aide as per WV §18A-4-8e
- Possess high school graduate or equivalent or be enrolled in a GED program (employment contingent upon continued enrollment or successful completion of GED program) as per WV Code §18A-2-5.

LANGUAGE SKILLS:

- Ability to read and comprehend simple instructions, short correspondence, and memos
- Ability to write simple correspondence
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

Ability to compute rate, ratio, and percent, draw and interpret bar graphs

REASONING AND OTHER SKILLS/ABILITIES:

- Ability to perform duties in full compliance with state and county requirements and MCBOE policies

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- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions

OTHER SKILLS AND ABILITIES:

- Ability to develop effective working relationships with students, staff and the school community
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to perform duties with awareness of all district requirements

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 this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand; walk, climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. The employee must be able to push items of 50 lbs., such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

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. The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

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