



Who We Are:

EPIC, Early Learning, is a private, nonprofit organization, delivering early childhood educational services to families in Central Washington for more than 35 years.

What We Believe:

- The dignity and worth of the individual and respect for the diversity of cultures
 - Provision of quality services for the whole person
 - The value of families; the involvement of families in decisions which affect their members
 - Promoting the individual growth and development of our staff
 - Collaborating and cooperation with community partners based on need
-

Position Title: Program Aide
Pay Rate: \$17.95 to \$21.18 Hourly
Reports To: Center Manager

Position Summary:

The Program Aide works in collaboration with various teams to ensure the classroom provides an educational environment that is developmentally and linguistically appropriate and accommodates children's individual rates of development as well as individual interests, temperaments, cultural backgrounds and learning styles. The Program Aide will work with the various teams to ensure that the team works in accordance with Head Start performance standards, USDA requirements, state licensing requirements and agency policies and procedures.

Benefits:

- Medical/Dental/ Vision Plans
- Sick Leave (5 hours per payroll)
- Annual Leave (4 hours per payroll)
- Paid Holidays (9)
- Seedling Scholarship Available
- Employee Assistance Program
- Basic Life Insurance
- 403 B (Employer match after 1 year or 1,000 hours)

Minimum Qualifications:

1. Must be at least 18 years of age.
2. HS/GED Required.
3. Valid Washington State Driver's License & Auto insurance
4. Washington State ECE Initial Certificate or Preschool Child Development Associate Certificate (CDA). * Candidates who do not meet the minimum education requirement must meet this requirement within two (2) years of hire date and will be placed on a Professional Development Plan.



5. One year classroom work experience with preschool children.
6. Bilingual (English/Spanish) preferred.

Demonstrated ability to work closely with other team members, ability to grasp a team-centered approach to delivery of services for children and families.

Preferred Qualifications:

- AA in Early Childhood Education.

Essential Job Functions:

1. Report to Center Manager or Assistant Center Manager upon arrival for daily assignments
 - a. Daily assignments may include coverage for other staff during breaks and planning time.
 - b. Work as a team member to meet the needs of the children, classroom and center as a whole.
 - c. Daily duties may change based upon center needs.

2. Assist the Teams in the following duties in accordance with Head Start/USDA requirements and as outlined in the Performance Standards.
 - Assist in implementing classroom activities and preparation of materials and supplies.
 - Assist in administering developmental assessments and health screenings for all children.
 - Implement, support, and promote policies and procedures for Child Abuse and Neglect, Active Supervision and Child Guidance.
 - Conduct child observations and input data as assigned.
 - Document all contact directly received from parents. Assist with written and electronic documentation of the provision of education and special services as assigned.
 - Assist with the scheduling of parent teacher conferences and home visits and participate in the conferences/visits as assigned.
 - Provide assistance to classroom volunteers and parents to help them feel comfortable and successful in the classroom by providing guidance and direction to them during the classroom session.
 - Use practices that value cultural backgrounds, special needs, and developmentally appropriate practices.
 - Follow reporting procedures for Child Abuse and Neglect.

3. Maintain a safe, healthy and sanitary environment ensuring that children are supervised at all times; respond quickly to crisis or emergency situations that may occur; provide first aid, CPR, and access emergency services as needed.
4. Be committed to characterizing a culture of safety within our centers, playgrounds, buses and anywhere that children may be present. Be familiar with and encourage EPICs culture of “See Something, Say Something”.
5. Proactively generate and document in-kind contributions.
6. Actively participate in professional development/coaching to improve student learning and performance.
7. Actively participate in center family nights, parent meetings, staff meetings, professional development opportunities and all relevant center activities.



Other Job Functions:

1. Articulate EPIC's mission, values and policies to staff and clients; demonstrate commitment to mission, values and policies in the performance of daily duties.
2. Adhere to the values that reflect the working culture at EPIC. Thus, honoring and modeling these values as you carry out your duties on a daily basis.
3. Communicate effectively by sharing concerns openly and honestly with appropriate staff members, observes confidentiality in all dealings related to program, staff and families.
4. Provide and maintain a safe, healthy, responsive and nurturing learning environment for all children by modeling professional behavior, open communication, embodying a culture of safety and utilizing effective conflict resolution skills.

Working Conditions/Physical/ Mental Abilities and Processes:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Work requires daily standing, sitting, walking, stooping, kneeling, lifting, twisting, turning, pushing, pulling, speaking, hearing, seeing and the ability to articulate clearly; use of hands to finger, bending and reaching.
- Ability to lift a maximum of 50 pounds.
- Ability to feel or operate objects and equipment; reach with hands and arms.
- Ability to work with personal computer for long periods of time.
- Some travel to and from main office and training sites.

Additional Skills and Conditions:

- Excellent people skills.
- Sound and mature judgment.
- Work positively in a team setting.
- Demonstrate creativity, hard work, and be willing to try new approaches.
- Proficiency in computers, including MS Word.
- Excellent communication skills and attention to detail.
- Excellent organizational skills and ability to effectively manage workloads and meet deadlines.
- Ability to deal effectively and positively with staff, students and the public.
- Other duties as assigned.

Equipment Operated:

- Computer, telephone, copy and fax.

Conditions of Employment:

1. Prior to employment, complete pre-employment drug screen, health exam and a TB skin test be an EPIC Health Care provider at no cost to the employee.



2. Must pass initial and periodic background check through the Washington State Department of Children, Youth & Families (DCYF).
3. Provide proof of MMR vaccination and/or resistance to Measles, Mumps & Rubella.
4. Current Food Handler card (obtain the training within thirty (30) days of employment).
5. Current First Aide/CPR cards, (obtain the training within thirty (30) days of employment).
6. Complete Child Abuse and Neglect training and all other mandated training.
7. Executive Director Approval.

EPIC is proud to be an Equal Employment Opportunity Employer

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor’s legal duty to furnish information. 41 CFR 60-1.35(c)

I understand the job responsibilities and qualifications required to perform in this capacity and I further verify that all of the information I submit to EPIC for consideration of employment is truthful and accurate, and I understand the conditions of employment as outlined above:

Signature

Print Name

Date

The statements contained in this job description are intended to describe the general nature and level of work required for this position at the time the job is posted. This is not intended to serve as an all-inclusive list. EPIC retains the right to add or change the duties on this position at any time.