Job Title	**Classroom Aide**
Program	**Head Start**
Supervisor	**Teacher/Center Director**
Classification	**Non-exempt**
Grade	**N-1**
Approved:	**03/20/2025**

Job Purpose:
The Classroom Aide works in the Head Start Program that supports children, ages 3-5 from low-income families, to develop skills needed to be successful in school. Responsibilities include assisting a classroom teacher in daily classroom activities, school bus monitoring, and working with children and parents in a center-based program.

Duties:
- Assist in the set up and conducting of planned daily classroom activities, classroom cleaning, and maintenance of adult/child classroom ratios
- Act as a school bus monitor to ensure child safety during pick up, transport, and drop off
- Assist the school bus driver in maintaining child safety and during normal operations and possible emergencies
- Attend in-service training and staff meetings
- Assist in maintaining full enrollment and viable wait lists by participating in outreach opportunities and promoting the program in the community
- Assist with obtaining program in-kind
- Complete all documentation and reports required for program compliance and measurement of performance targets
- Strictly uphold confidentiality of clients, employees, and agency business inside and outside the agency
- Perform other duties as assigned

Minimum Education and Experience:
High School Diploma or GED/HSED; one year experience working with pre-school children; valid, unrestricted New York State driver's license preferred

Expected Skills:
Technical and service skills required by duties; client service orientation; accountability for results; teamwork; adaptability; reliability

Working Conditions:
Typical pre-school environment and equipment; travel and supervision on school bus; possible exposure to childhood diseases