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

Job Purpose:
The Early Head Start Classroom Aide works in the Head Start Program that supports children, 18 to 36 months from low-income families, to develop skills needed to be successful in school. Responsibilities include assisting an Early Head Start Classroom Teachers in daily classroom activities 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
- 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 infant/toddler 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 day care center and equipment; possible exposure to childhood diseases