

JOB DESCRIPTION

TITLE: Kitchen Aide

LOCATION: ST. FRANCIS EARLY LEARNING CENTER

MAJOR RESPONSIBILITIES: To prepare all meals for children, maintain kitchen, handle all paperwork and menus

SUPERVISION RECEIVED: Direct supervision from director when needed, guidance from director and group supervisor when needed, level of supervision varies with experience and need.

DUTIES & RESPONSIBILITIES:

To order all meals, receive and store delivery, fill out scan sheets, track inventory, heat & serve all meals and maintain kitchen

REPRESENTATIVE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and orientation to the philosophy of the Parish as presented in the Mission Statement

Knowledge of the policy and procedures governing the Parish and the Center

Knowledge of the policy and procedures governing the Center by the Commonwealth of PA

Ability to multitask and function positively in a stressful environment

Ability to lift and carry boxes weighing 50lbs or more

Excellent communication skills

Maintain a clean, safe and healthy environment

Any additional tasks required

JOB DESCRIPTION

TITLE:

Assistant Group Supervisor/Assistant Teacher (AGS/AT)

DESCRIPTION:

The AGS/AT is responsible for the care and education of a group of children as part of a teaching team and functions as a team leader or co-leader. The AGS/AT assists in the planning and implementation of the curriculum and, with active participation of other members of the teaching team, works with parents and assists in the assessment of the needs of individual children.

ACCOUNTABILITY:

The AGS/AT reports to the Director and Assistant Director.

ACCOUNTABLE FOR:

Aides and Classroom Volunteers

PURPOSE/MISSION:

St. Francis of Assisi Parish, School and Early Learning Center exists to transform lives and bring about a just and compassionate society where every individual is valued, families are healthy and strong, and communities are united in their commitment to the good of all.

We are committed to trying to help all children and their families, to value them equally, to provide the best possible physical, emotional, and intellectual conditions to encourage their development into persons who can find life worth living and at the same time be responsible and honest members of society.

We endeavor to create a warm, accepting atmosphere, which not only makes each child feel secure, but also enables him/her to learn readily.

MINIMUM EDUCATIONAL/EXPERIENTIAL QUALIFICATIONS:

Successful completion of a high school diploma or general equivalent diploma and must be at least 18 years of age.

Three years of full time experience working with children in a structured educational environment.

ANNUAL TRAINING REQUIRED:

State Required: Fire Safety, First Aid, CPR plus 6 DPW clock hours = 15 hours

Center Required: Minimum of 15 hours by a PQAS certified trained

Total Minimum Hours per year: 30 hours

QUALIFICATIONS:

Physical

Ability to hear the conversation voice, with or without a hearing aid

Ability to see and read newsprint with or without corrective lenses

Ability to speak and be understood under normal circumstances

Ability to lift and carry children and other items weighing up to 50 pounds or more

The use of arms, hands, legs and feet with or without corrective devices to accomplish the job, including evacuation of the building during emergencies

Professional

Ability to conduct oneself with a calm and respectful manner

Ability to handle difficult situations with a calm and respectful manner

Ability to function in an a diverse environment requiring tactfulness and sensitivity

Ability to maintain confidentiality of all information pertinent to child/parent/staff

Interpersonal

Ability to interact with individuals in a positive, professional and productive manner

Ability to function within a team player environment

RESPONSIBILITIES/DUTIES:

To establish and maintain a safe and healthy environment

1. Assists in the design of appropriate room arrangement to support the goals of the classroom
2. Promotes healthy eating practices
3. Maintains a safe environment
4. Maintains an orderly learning environment
5. Assuming an equal share of the joint housekeeping responsibilities of the staff
6. Supervision of all children at all times (indoors and outdoors)
7. Other duties as assigned

To advance physical and intellectual competence

1. Assists in providing a balance between child-initiated and staff-initiated activities
2. Assists in providing a balance between quiet and active learning activities
3. Uses equipment and materials for indoor play that promote children's physical development
4. Assists in planning and implementation of experiences that promote language and literacy development
5. Other duties as assigned

RESPONSIBILITIES/DUTIES (cont.):

To support social and emotional development and provide positive guidance

1. Assists in planning and implementation of hands-on activities that develop positive self-esteem and social skills
2. Assists in planning and implementation of culturally diverse experiences
3. Uses and promotes positive guidance techniques
4. Follows through with teacher established routines with smooth transition periods
5. Communicates with children at their developmental level
6. Encourages children to be independent
7. Other duties as assigned

To establish positive and productive relationships with families

1. Promotes communication with parents through daily progress notes, getting to know you meeting, a monthly newsletter, and semi-annual parent conferences.
2. Encourages parents to participate in the program
3. Other duties as assigned

To ensure a well-run, purposeful program responsive to participant needs

1. Assistant group supervisor in maintaining inventory/supply list
2. Maintains written plans on a weekly basis
3. Assesses children's needs and developmental progress on an ongoing basis
4. Uses results of assessments to plan activities
5. Other duties as assigned

To maintain a commitment to professionalism

1. Promotes the center's philosophy and educational objectives
2. Assisting in public relations events sponsored by the school
3. Supports the center's code of ethical conduct
4. Engages in ongoing staff development to improve personal and professional skills
5. Supports the professional growth and development of colleagues by sharing materials and information and providing helpful feedback and encouragement
6. Attends staff meetings, workshops, conferences, and in-service training as instructed by the Center Director
7. Other duties as assigned

Employee Signature

Date

Agency Representative

Date