



JOB DESCRIPTION

POSITION INFORMATION

Title:	Early Childhood Aide	Supervisor:	Program Coordinator
Location:	York Family Literacy	Classification:	Temporary/Part-Time/Non-Exempt
Department:	York Family Literacy Program – Infant Room	Hours:	Up to 23 hours per week
Schedule:	Monday – Thursday as needed.		
Note:	This is a temporary position that is expected to last until December 2018 with a possible extension.		

GENERAL DESCRIPTION

The Early Childhood Aide will be responsible for the day to day functions of the Program in the Infant Room .

EDUCATION & EXPERIENCE REQUIREMENTS

Candidate must have a high school degree (or equivalent). Early Childhood education experience is preferred. PA Child Abuse Clearance, PA Criminal History Clearance, FBI fingerprint-based Criminal History Clearance, and Mandated Reporter Training Certificate are required.

GENERAL REQUIREMENTS

Candidate must enjoy being a team player and providing excellent care and service to a diverse population. This position requires someone who has strong communication skills and is attentive to the needs of the students, families, and the program itself. It is important that the candidate be dependable and maintains a positive attitude.

DUTIES AND RESPONSIBILITIES

- Assist in supervising and insuring the safety and well-being of the children at all times – being alert to the needs and/or problems of the children as individuals and as a group. This includes never leaving a child unattended.
- Assist in creating an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
- Assist in keeping the facility clean, organized, and safe for families. Assist in the care of classroom supplies.
- Attend staff meetings and trainings required by the Program and/or as assigned by the Program Coordinator.
- Report to the Program Coordinator any special needs or problems of individual students.
- Assist in handling discipline.
- Maintain a steady flow of communications between the students, faculty, and administration. The communication is needed to update and monitor the progress of students in the Program.
- Immediately report any suspected child abuse or neglect per the Mandated Reporter requirements. Immediately report any suspected domestic violence to the Program Coordinator.
- Motivate and assist the students to follow the rules and regulations of the Program.
- Interact positively with parents and facilitate positive parent/child interaction. Conduct yourself as an appropriate role model for parents by demonstrating positive attention to children at all times.
- Assist with community activities and Program projects as appropriate and/or assigned.
- Respect the rights of families in the Program and maintain confidentiality.
- Assist in employing appropriate practices and maintaining a proper early childhood environment.
- Assist in keeping daily attendance logs.

- During ILA time, field trips, and other Program activities, provide proactive assistance to parents, especially those who have more than one child in the Program.
- Assist in conducting assessments at the assigned times and other reporting required by the Program. Assist in maintaining a file on each student that contains dated checklists, portfolio, progress reports, detailed assessment information, and other daily and monthly reporting forms as required.
- Assist in implementing Program and class curriculum as appropriate.
- Assist in completing all required federal, state, and Program paperwork accurately and on time.
- Participate in regular meetings with the Professional Learning Community (PLC).
- Assist during all regular classroom, ILA time, and special event activities.
- Carry out all other duties as assigned by the Program Coordinator or his/her designee.

ADDITIONAL INFORMATION

If selected for an interview, candidate must provide the following information **at the time of the interview** to complete the Act 168 Employer Verification form:

- Names and contact information, including fax number and/or email address, for all current and previous employers that are school entities or where candidate was employed in a position having direct contact with children.

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record
 - <https://epatch.state.pa.us/>
- Federal Criminal History Record
 - https://www.pa.cogentid.com/index_dpwNew.htm
- Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>

York County Library System supports workplace diversity and is proud to be an Equal Opportunity Employer.

If this position matches your interests and qualifications, please visit www.yorklibraries.org/apply to complete an employment application.
