

Family Relief Nursery Classroom Aide

Position: Classroom Aide

Hours/weekly: 30 hours weekly

Supervised by: Program Site Coordinator

Location: Cottage Grove, Creswell. And Drain

Starting salary range: 12.75 - 14.75

Overview: This role functions as an assistant and support to the teacher and children in the therapeutic early childhood classroom (TECP), using developmentally appropriate and therapeutic early childhood approach in all child/adult interactions and maintenance of the therapeutic early childhood classroom environment. They assists in the teaching of curriculum, individual child, classroom goals, daily meals, daily cleaning, and daily debriefs with classroom staff. Bi-cultural/cultural applicants strongly encourage to apply.

Major Job Responsibilities:

- Maintain Knowledge/Standers of best practice in the areas of:
 - Oregon Associations of Relief Nurseries (OARN)
 - State of Oregon Child Care Division (CCD)
 - United States Department of Agriculture (USDA)
 - State of Oregon Health Authority (OHA)
 - Follow the guidelines as a State Mandatory Child Abuse Reporter
 - Health Insurance Portability and Accountability Act (HIPAA)
- Assist classroom set up to follow the daily curriculum/child lead, including selection of play materials, art activities, and circle time (group) activities as needed to implement daily activities
- Complete and maintain necessary records/paperwork
- Provide interaction, opportunities and challenges that stimulate each child's emotional, social, and cognitive development
- Prepare and serve nutritious meals to the children
- Participate in staff, volunteer, and professional training opportunities, meetings, etc...
- Build trusting relationships with families and co-workers
- Assist with Parent Education/Support Groups/Family Events
- Attend scheduled Supervision Meetings, Events, Fundraisers, and additional community events
- Apply principles of diversity, equity, and racial justice for families
- Drive 15 passenger Van with Children
- Will attend to additional tasks as requested

Qualifications: To perform this job successfully. An individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability is required.

- Ability to adapt, work effectively under pressure, and support children who have a variety of stresses/challenges.
- Good stress management, self-care, active listening, and conflict resolution skills.
- Ability to support relationships with parents and children in a warm, calming, respectful, encouraging and patient manner.
- Must be able to work in a multicultural setting with families from diverse background
- Excellent communication skills, both verbal and written to include basic computer skills/e-mail
- Ability to work independently and cooperatively as a team member
- Dependable and flexible

Education and/or Experience: High School Diploma/Equivalent and /or one year work experience in a Certified Child Care Center

Certificates, Licenses, and Registrations: A current clearance from the Central Background Registry, Current First Aid Certification, CPR Card, and Food Handlers. Current Driver licenses and insurance.

Physical Demands/Work Environment: The physical demands and work environment described here are representative of those that must be met/may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of the job, the employee is regularly required to sit and talk or hear. The employee is normally engaged in low activity tasks such as sitting, standing, walking, running, and writing/typing. The employee is required to sit and stand at length. The employee must frequently lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.