

**Kitsap Community Resources
Early Learning Family Services Division
Job Description**

Effective/Revised Date: 7/19/07

Exempt: **Non-Exempt:** X

Job Title: Substitute Classroom Assistant

Position Classification: Aide I

Grade: A

General Statement:

This is an on-call position that assists the teacher/teacher aide in the daily classroom routine.

Minimum Qualifications:

High School Diploma or GED. Must have reliable transportation to use on the job. Must be willing to work as a “team member.” Must be aware and sensitive to Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) related to free appropriate education to all children with disabilities identified as needing special education and related services. Must believe that such children can benefit from inclusion in a regular Head Start/Early Head Start/ECEAP classroom setting. Successful applicant must submit to state criminal history check and fingerprinting.

Essential Physical/Mental Functions:

The physical requirements of this position require being able to physically match the activity level of 3 and 4 year olds. Position requires intermittent sitting, standing, walking, twisting and bending. Must be able to get down on the child’s eye level and floor. Must be able to lift up to 50 pounds. Simple grasping and hand manipulation required as well as reaching above and below shoulder level. Must be able to withstand exposure to noise in a pre-school environment. Must be mentally alert and able to react quickly and appropriately when dealing with pre-school age children.

Reports To: Teacher and/or Teacher Aide

All duties and requirements listed in this job description are essential job functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be requested to follow any other job-related duties requested by their supervisor. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to their job at any time.

Duties:

1. In the absence of regular classroom staff, assist remaining staff in the daily routine of the classroom.
2. Interact with children in a way which is developmentally appropriate.
3. Take direction from the teacher/teacher aide.
4. Report incidences of suspected child abuse to teacher/teacher aide and make a report to CPS.
5. Accept other duties as assigned.

KITSAP COMMUNITY RESOURCES IS AN EQUAL OPPORTUNITY EMPLOYER