

Employment Opportunity

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Notice Of Vacancy

Position: Classroom/Kitchen Aide
Early Learning Center

Status: Full-time (260 days, 8 hours per day)

Salary: \$15.23/hr. (starting hourly)
Salary Range: \$15.23/hr. – \$15.65/hr. (hourly range)

Posted Date: March 14, 2022

Starting Date: April 4, 2022 (anticipated)

Location: Blossoms Early Learning Center
411 North 4th Street, Yakima, WA

Job Description and Qualifications: See below

Application Procedure – Applicants apply through the ESD 105 Fast Track on-line application system at www.esd105.org under the Human Resources link, and ESD 105 Job Opportunities.

Deadline to apply: Open Until Filled

Immigration Reform and Control Act Requirement: The recommended applicant, if not a current regular employee, will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

Background Check: All new employees who will have unsupervised access to children must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of the satisfactory background check.

Employment: ESD 105 shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Domestic partners registered with the state of Washington will be offered the same rights/benefits as spouses to the extent that treatment is not in conflict with state or federal law. Inquiries regarding compliance procedures may be directed to the ESD's Title IX/RCW28A.640 Officer and Section 504/ADA Coordinator, Veronica Naranjo, Human Resources Director, 33 So. Second Ave., Yakima, WA (509) 454-2858

ESD 105 is an Equal Opportunity Employer

POSITION DESCRIPTION

Job Title: Classroom & Kitchen Aide	Direct Supervisor: Early Learning Center Manager
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Work in collaboration with the teaching team to prepare children and their families for the transition into Kindergarten. Interact with enrolled children and their families to ensure the child's welfare and education are the highest priority and that children are always treated positively, appropriately and nurtured, taking into consideration their individual interests, temperaments, cultural backgrounds and learning styles.

Essential Job Functions:

Classroom:

- A. Assist the teaching team in the following duties in accordance with the ECEAP Performance Standards and as outlined in the Work Plan:
- B. Assist in implementing classroom activities and preparation of materials and supplies.
- C. Assist in administering developmental assessments and health screenings for all children.
- D. Implement, support, and promote policies and procedures for Child Abuse and Neglect and Behavior Management.
- E. Document all contact directly received from parents. Assist with documentation of the provision of education and special services as assigned.
- F. Provide assistance to classroom volunteers and parents to help them feel comfortable and successful in the classroom by providing guidance and direction to them during the classroom session.
- G. Use practices that value cultural backgrounds, special needs, and developmentally appropriate practices.

Food Service:

- A. Cook and prepare meals according to CACFP guidelines.
- B. Prepare food cart for timely delivery to each classroom: Put food in serving dishes according to CACFP portion size, provide dishware, utensils and serving items (napkins etc.) on the food cart. Provide the classroom with appropriate items for food disposal and rinsing of dishes.
- C. Follow all CACFP guidelines and funding source requirements for food service.
- D. Pick-up carts from classrooms after meals/snacks and prepare dishes for dishwasher. Run and empty dishwasher to maintain a supply of dishware and utensils needed, at a minimum, for next meal/snack.
- E. Maintain appropriate storage of food and disposal of unused and orderly environment. Daily sanitize and disinfect food service areas include cupboards, cabinets, sinks, dishwasher, food carts, etc.
- F. Notify supervisor in a timely manner of the need for additional food service supplies and items.

Other Job Functions:

- A. Perform other related duties as assigned.

Qualifications:

Required Education and Experience

1. HS/GED
2. Initial Basic STARS Hours or obtain within reasonable time period.
3. At least one (1) year work experience with young children.

Required Skills, Knowledge and or Abilities

1. Demonstrated ability to work closely with other team members, ability to grasp a team centered approach to delivery of services for children and families.
2. Ability to communicate effectively with children and adults.
3. Ability to organize and prioritize work assignments to meet program requirements.
4. Ability to complete work assignments in an organized, efficient, timely and accurate manner, paying strong attention to detail.
5. Excellent people skills.
6. Sound and mature judgment.
7. Work positively in a team setting.
8. Demonstrate creativity, hard work, and be willing to try new approaches.
9. Proficiency in computers, including MS Word, and MS Excel.
10. Excellent communication skills and attention to detail.
11. Excellent organizational skills and ability to effectively manage workloads and meet deadlines.
12. Ability to deal effectively and positively with staff, students and the public.
13. Demonstrated ability to supervise children and ensure a safe learning environment.
14. Ability to respond appropriately to potential accidents involving children, e.g. run to assist an injured child.

Other Requirements

1. At least 18 years of age
2. Reliable personal transportation, including vehicle liability insurance, valid WA state driver's license, and willingness to travel.
3. Hold current Food Handler's Card and First Aid/CPR card.
4. Compliance with TB testing, Department of Early Learning background check, Washington State Patrol clearance, and vaccination requirements.

Physical Demands

The usual and customary methods of performing the job's functions require the following conditions:

- **Significant:** (i.e. sitting, talking, hearing, walking, driving, vision, color vision, peripheral/depth perception, ability to adjust focus, grasping, handling paperwork, repetitive motion, use of personal computer, looking at a computer monitor, lifting up to 10 pounds)
- **Frequent:** (i.e. standing, bending, carrying; use of phone; use of copy machine)
- **Occasional:** (i.e. lifting over 10 pounds up to 45 pounds, reaching above the shoulder, use of fax machine)

Significant - Occupation requires this activity more than 66% of time (5.5+ hrs/day)

Frequent - Occupation requires this activity from 33% to 66% of time (2.5 to 5.5+ hrs/day)

Occasional - Occupation requires this activity up to 33% of time (0 to 2.5+ hrs/day)

The statements contained in this job description reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, the scope of responsibilities, and the physical demands, but should not be considered an all-inclusive listing of the work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer.