



## **COUNTY OF YORK JOB DESCRIPTION**

Instructional Aide  
Children's Services  
Community Services

Human Resources Division  
120 Alexander Hamilton Blvd.  
Yorktown, Va. 23690  
Phone: 757-890-3687  
Fax: 757-890-3699

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### **GENERAL STATEMENT OF JOB**

Performs paraprofessional educational work in assisting teachers in providing developmental services to underprivileged and disabled children enrolled in the County Head Start program. Provides assistance in planning and carrying out a daily program with the goal of meeting the physical and developmental needs of individual members of an assigned group of young children. Responsible for assisting in the supervision and care of client children, meal serving, and clean-up. Supervises children during transportation to and from outside service centers. Work is performed under regular supervision.

### **ESSENTIAL JOB FUNCTIONS**

Assists Teacher in planning and carrying out the daily indoor and outdoor educational and recreational activities designed to enhance the social, intellectual, physical and emotional development of income eligible and disabled children at an educational center operated by the County Head Start program.

Assists in providing personal care and protection for the children, helping them to adapt to and cope with real life situations and to develop appropriate habits in such activities as eating, dressing and using the bathroom.

Supervises and ensures safety of client children on busses to and from school and on field trips as needed, etc.

Assists in maintaining attractive, healthy surroundings, and ensures that classroom, equipment and materials are kept in good condition; polices outside play areas for trash and safety hazards.

Assists in service of meals and/or snacks to client children; assists in associated set-up and clean-up activities.

### **ADDITIONAL JOB FUNCTIONS**

Assumes duties of supervisor in his/her absence.

Participates in home visits.

Attends and participates in general staff meetings and training sessions.

Performs other related work as required.

**ENTRY KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge of first aid.

Some knowledge of early childhood learning theories and principles.

Some knowledge of early childhood development.

Effective oral communication skills.

Ability to work with preschoolers in an atmosphere appropriate to their stage of development.

**EDUCATION AND EXPERIENCE**

Graduation from high school, and 1 to 2 years experience in teaching preschool and/or preadolescent children; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

**SPECIAL REQUIREMENTS**

Possession of a valid commercial driver's license with appropriate endorsements issued by the Commonwealth of Virginia is preferred and must serve as a bus aide when needed. Must assist with childcare during parent trainings which may include evenings and weekends. Must provide recent negative tuberculosis screening, skin test, or chest X-ray (Repeated every two years). Requires an acceptable background check.

**PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including phonographs, audio and video tape players, etc. Must be able to restrain a child when necessary. Work involves a great deal of bending, stooping, standing, and walking. Some running after and lifting of a child is often necessary while caring for the children, particularly during a recess period or field trip. Must be able to sit on the floor with children.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to others.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, forms, records, manuals, etc.

**Intelligence:** Requires the ability to learn and understand relatively complex principles and techniques.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Manual Dexterity:** Requires the ability to handle a variety of items such as audio-visual equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

**Physical Communication:** Requires the ability to talk and hear.

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approval:** \_\_\_\_\_