



Chelan-Douglas Child Services Association

1305 Kittitas St, Wenatchee, WA 98801

Phone: 509.663.5179 Fax: 509.662.6363

WWW.CDCSA.COM

Peshastin Site Assistant

Job Focus:

The Peshastin Site Assistant Provides support to the Peshastin Site Supervisor with classroom support, janitorial, and administrative tasks. This position also helps transport children to and from the Peshastin center in a large passenger van.

Responsibilities:

Classroom Aide

- Ensure the health and safety of all children at all times.
- Interact positively with children to support their learning.
- Assist the teaching team with the care and feeding of young children and the implementation of the Early Education and Development program.
- Maintain strict child, family, and staff confidentiality.
- Maintain a professional attitude toward management, staff, parents, and children.
- Attend meetings and training sessions as requested.
- Other responsibilities as assigned by the Managers or Supervisor.
- Review daily plans, clarify job roles, and discuss expectations with the supervisor.
- Participate in preparing and implementing classroom activities.
- Assists with serving meals and diaper changes.
- Model appropriate behavior/attitudes when working with students, parents, and staff.
- Share information and observations of children with the teacher and teacher assistants.
- Participate in the clean-up and maintenance of the classroom, playground, and storage areas.
- Substitute for absent staff.
- May be asked to substitute at different centers during the summer.

Van Driver:

- Transport children safely to and from our centers.
- Conduct daily vehicle safety and equipment checks.
- Maintain a safe and clean vehicle.
- Maintain copies of the van route, current emergency release forms, driver's license, and CDCSA's insurance card.
- Ensure that all children are belted in their seat belts before the bus is in motion and during the trip.
- Maintain a safe and positive environment for children during the van ride.
- Maintain compliance with the Head Start Performance Standards, ECEAP Performance

Standards, and WACs as indicated in the CDCSA Work Plans, Policies, and Procedures.

Additional Site Duties:

- Provide support to the Kitchen when needed.
- Help with laundry when needed.
- Help with janitorial duties when needed.
- Help site supervisor with administrative tasks such as filing.

Qualifications:

- High School Diploma or GED is required.
- ECE Initial Cert or CDA is required within 2 years of hire.
- Additional Education relating to Early Childhood Education or a related field is preferred.
- Experience working with children 0 to age 5 is required.
- Experience working in a 0-5 age classroom is preferred.
- Experience with Kitchen and Janitorial duties is preferred.
- Knowledge of Microsoft Office and Excel spreadsheets.
- Knowledge of creating and maintaining Excel spreadsheets.
- Ability to communicate positively with staff, children, and families with varying cultural, educational, and socio-economic backgrounds.
- Valid Washington State Driver's License, automobile liability insurance, and reliable transportation.
- Must obtain CPR/First Aid certification and food workers card within 90 days of hire.
- Ability to complete a pre-employment physical and TB test.
- Ability to pass a DCYF background check Freedom from conviction of child abuse and neglect.
- Preference given to former or current Head Start/Early Head Start/ECEAP parents.
- Subject to pre-employment drug testing.
- Subject to random drug testing.
- Most provide CDCSA a copy of your safe driving record.

Benefits:

- Paid Vacation, Sick, and Personal leave.
- Health/Vision Insurance
- Dental Insurance
- Life Insurance & 401k

CDCSA Mission Statement:

To support and reinforce the family as the most important influence in a child's life by fostering independence, raising self-esteem, and building social competence.

Code of Ethics Statement:

Chelan Douglas Child Services Association is committed to the highest ethical standards and furthering the values of early childhood education as they are reflected in the ideals and principles of the NAEYC Code of Ethical Conduct.

CDCSA School Readiness Goals:

As children leave our program they will have the social competence, skills, knowledge, and attitudes necessary for success in school and for later learning and life; demonstrated through developmentally appropriate progression on meeting goals in social and emotional development, language development, literacy knowledge, and skills, approaches to learning, cognition, and general knowledge, physical well-being and motor development.

As parents leave our program they will have the knowledge and understanding that they are their child's first and most important teacher and advocate, and knowledge and skills to make a difference in the life and learning of their child.

The Chelan Douglas Child Services Association is an equal opportunity employer.