



**CAPITAL AREA COMMUNITY SERVICES, INC.  
HEAD START AND EARLY CHILDHOOD PROGRAMS  
MEMORANDIUM**

**TO:** All CACS Employees, Volunteers and General Public  
**FROM:** Danielle Cross, Human Resources Manager  
**DATE:** July 18, 2017  
**RE:** Job Posting

Applications are now being accepted for the following positions:

**Head Start Program Assistant**

**\*A Job Description is attached\***

Entry Level: \$8.90/Hour

Part-Time (Up to 28 Hours) / Part Year (Up to 36 Weeks)

All qualified applicants should email a resume with an attached cover letter to:

[employment@cacsheadstart.org](mailto:employment@cacsheadstart.org) or by mail to:

C.A.C.S., Inc. Head Start  
101 E. Willow Street  
Lansing, Michigan 48906  
Attn: Human Resources

**Internal applicants must submit application by close of business Tuesday, July 25, 2017**

All applicants tentatively selected for this position will be required to submit to a urinalysis to screen for illegal drug use after offered employment.

**PLEASE NOTE:** C.A.C.S., Inc. – Head Start and Early Childhood Programs is an equal opportunity employer and promotes career advancement opportunities. This is a simultaneous Internal/External Posting pursuant to CACS Policies and Procedures.

# C.A.C.S. INC. HEAD START & EARLY CHILDHOOD PROGRAMS

## JOB DESCRIPTION

**Division:** Head Start and Early Head Start  
**Job Title:** Program Assistant  
**Classification:** Para-Professional  
**FLSA:** Non-Exempt

### **Job Summary:**

Assists in the maintenance of a safe and nurturing environment, including assisting the bus driver and classroom team to ensure the safe transition of children to and from the bus. Assists the teacher and teacher assistant in supporting the needs of the children and fully carrying out classroom activities.

### **I. Job Requirements:**

1. Education and/or certification:
  - High school diploma or the equivalent with college coursework in Child development leading to a CDA preferred.
  - Minimum of one year of related and progressively more responsible work experience in a childcare setting.
2. Must undergo and satisfactorily pass at the time of hire and periodically thereafter pursuant to federal and state laws, Head Start Performance Standards, and Agency Policy and Procedures:
  - Criminal History Search
  - Child Abuse and Neglect Central Registry Clearance
  - Physical examination, Tuberculosis (TB) test and drug screen
  - Valid Michigan Operator License or State ID
3. Must possess the ability to:
  - Keep current on professional licenses and certifications as needed.
  - Work on multiple tasks and be able to organize and prioritize tasks efficiently.
  - Properly stoop, bend, lift, climb stairs, and expend moderate physical exertion.

### **II. Professional Expectations:**

- a. Maintain professional confidentiality.
- b. Attend all required meetings, conferences, trainings, etc.
- c. Adapt to a variety of situations.
- d. Assist with parent involvement efforts and activities and encourage family participation in the program.
- e. Personal appearance is neat and appropriate.
- f. Participate in annual Self-Assessment and Peer Review process.
- g. Maintain personal attendance as defined by Notice of Appointment.
- h. Accept responsibility for own words and actions.
- i. Respect team, program, families and community members.
- j. Work at any site with any staff.
- k. Work openly and cooperatively in a team effort approach.
- l. Accept responsibility for team performance
  - Actively, willingly and consistently participates in team, parent, and other meetings.
  - Contributes ideas and efforts towards common goals
  - Helps build and maintain positive attitudes, trust and team spirit.

### **III. Policy requirements:**

- a. Follow all Head Start Program Performance Standards and all other federal regulations.
- b. Follow Michigan Child Care Licensing Regulations and all other state regulations.
- c. Adhere to CACS Personnel Policies and Procedures
- d. Adhere to CACS Program Manual and Mission Statement.
- e. Follow universal precautions.
- f. Accept responsibility for generating, documenting, and submitting in-kind to meet program requirements.

Essential Functions (not exhaustive and may be supplanted)

**IV. Communication and interpersonal relationship skills expected:**

- a. Communicate clearly and accurately when writing and speaking.
- b. Communicate regularly with supervisor regarding any changes in work schedule, supply and equipment needs or any issues or concerns.
- c. Follow administrative and supervisory directives, verbal or written.

**V. Program Services:**

- a. Assists the teacher in planning and carrying out individualized instruction, for example: guiding physical activities indoor and outdoor; working on self-help skills such as eating and putting on coats; reinforcing learned skills and behaviors with verbal and emotional support; telling and listening to stories; and encouraging relationships with other children as per teacher's direction. Interacts with children in an effective and positive manner using positive discipline and/or redirection when necessary.
- b. Assists the teacher and teacher assistant in assessing children's development, for example: taking anecdotal records.
- c. Prepares food for mealtime as directed.
- d. Will substitute as needed for classroom teacher, teacher assistant, or program assistant in his or her absence.
- e. Attends and participates in scheduled in-service workshops
- f. Maintains the classroom in a clean, orderly and safe fashion, as per the teacher's direction.
- g. Physically interact with children on the playground and inside on the floor in an appropriate and safe manner.
- h. May provide childcare for parent activities.
- i. May assist bus driver in the boarding and exiting procedures, monthly bus evacuation drills, release procedures, and monitoring children's behavior while on the bus.

**VI. Documentation**

- a. Documents in writing contacts/incidents involving children, families, and staff.
- b. Completes and submits all timesheets, reports and other data requests in a timely and accurate manner.

**VII. Other**

Assist with other duties as defined and/or requested by an Administrator or Supervisor when additional work is necessary to fulfill the obligations of the program.