

**HEAD START SPECIAL SERVICES AIDE**

The Head Start Special Services Aide is a non-exempt, 42-48 week, full-time position directly responsible to the Special Services Coordinator.

The Head Start Special Services Aide assists in providing high quality and comprehensive early child development service inclusive of children with special needs.

**DUTIES AND RESPONSIBILITIES (include but are not limited to):**

1. Assist in the maintenance of safe and healthy conditions in the classroom.
2. Work with Teachers to develop and carryout overall plans for the classroom.
3. Follow the individualized plans developed for children with special needs inside and outside of the classroom.
4. Coordinate individualized schedules for children with special needs into the overall classroom schedule.
5. Discuss with teachers any special arrangements to be made in order to enable children with special needs to participate in all activities.
6. Work with the Special Services Coordinator, Teachers, Therapists, the Education Coordinator, and the Center Base Supervisor in planning and carrying out activities to meet special needs of children in the program.
7. Participate in staff meetings to discuss programming for children with disabilities.
8. Carry out anti-bias curriculum in daily routines.
9. Complete RIC (Record of Incident or Concern) forms and accident forms as needed.
10. Insure that children with special needs receive assistance appropriate to their needs.
11. Attend and participate in meetings and trainings at the request of the Special Services Coordinator, Education Coordinator, or Center Base Supervisor.
12. Complete timely observational records for children with special needs and other children as in the classroom as assigned by teacher.
13. Assist in the completion of developmental assessments of children with special needs.
14. Maintain appropriate records of parent/family contacts.
15. Assist in the completion of the Teacher's Health Observation section of the Child Health Record.

16. Encourage parents in the development of individual plans for children with special needs.
17. Maintain frequent, positive contact with parents entering the classroom to inform them of their child's progress in the classroom and find out about home progress.
18. Complete monthly reports and any other monthly paperwork assigned.
19. All other duties and responsibilities as requested by the Special Services Coordinator or Head Start Director, or the Executive Director in their absence.

**QUALIFICATIONS:**

The Head Start Special Services Aide must have the following minimum qualifications:

1. A Child Development Associates credential preferred, or must have a High School Diploma or equivalency and enroll in a program leading to a Child Development Associates, to be completed within two years, or enrolled in a program leading to an Associates or Baccalaureate Degree in Early Childhood Education.
2. Experience working with pre-schoolers and/or children with disabilities.
3. Ability to recognize and understand the causes of poverty and the conditional and environmental effects of poverty.
4. Ability to relate to all socio-economical segments of the community and work well with both professional and non-professional individuals.
5. Good oral and written communication skills.
6. Sensitivity to the needs of children with disabilities and their families.
7. Ability to lift up to and including 50 pounds.
8. Must have a clean and valid NYS Driver's License.

**CLASSIFICATION:**

Non-Exempt