

Community Action Partnership of Greater St. Joseph Job Description

Title: Support Technician
Reports To: Education Coordinator
Updated on: July 20, 2017
Department: Head Start
Approved By: Policy Council:
Board of Directors: 8/8/2017

POSITION SUMMARY

The Support Technician is responsible for performing a variety of tasks to support the Head Start center and transportation staff. This position will perform bus monitor, custodial, nutrition and classroom duties as needed.

ESSENTIAL FUNCTIONS OF THE POSITION (If an individual is qualified to perform essential functions of the position, except for limitations caused by a disability, CAPSTJOE will consider whether the individual could perform these functions with a reasonable accommodation)

1. Follow agency procedures for pick-up and delivery of children on the bus
2. Observe and address needs of children on the bus and reports observations, actions to the appropriate staff
3. Prepare/serve family style meals and snacks according to established menus
4. Maintain nutrition documentation as outlined
5. Ensure Head Start Facilities are clean and free of debris
6. Provide support services to teachers in classroom setting
7. Establish and maintain a clean, safe, healthy, positive and comfortable learning environment
8. Model appropriate adult to child, adult to adult interactions/behavior. Support the social and emotional development of children along with demonstrating positive parent communication

KNOWLEDGE AND CRITICAL SKILLS REQUIRED

Professional

- Accurate and timely record keeping
- Computer skills
- Confidentiality, tact and discretion in dealing with people
- Excellent communication and interpersonal skills

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Education

Minimum Qualifications:

- High school diploma, GED, with equivalent related experience

Physical/Environmental

- Lift, push, and pull up to 50 pounds occasionally
- Must be 18 years of age
- Must pass a physical, TB and drug/alcohol test

Safety Training Requirements

- All staff with regular child contact will have initial safety orientation training and ongoing training as outlined in the September 2016 Head Start Program Performance Standards Final Rule