

Community Action Partnership of Cambria County

Individual Support Aide (ISA) (Hourly Non-Exempt)

Reports to: Disabilities/Mental Health Manager

Department: Early Childhood

Classification Group: H

Date: August 3, 2022

JOB SUMMARY:

1. The position of Individual Support Aide (ISA) involves specialized work in conducting, observing, and documenting developmental screenings of the Head Start and/or Pennsylvania Pre-K Counts participants.
2. Work involves preparation or development and administration of:
 - a. Assessments and procedures
 - b. Recording observation services
3. This position is supervised directly by the Disabilities/Mental Health Manager.

ESSENTIAL RESPONSIBILITIES:

1. Ensures all children are appropriately chaperoned and never left unattended in all situations such as facility, transportation, playground, or community outing.
2. When substituting for a Curriculum Support Aide on the bus, ensures all children have evacuated the bus, and checks for personal items left on the bus.
3. Conducts developmental screenings within Performance Standard guidelines.
4. Observes children daily and completes observation-based assessments.
5. Compiles observations, plans for activities, and assessments with teaching teams.
6. Assists in the development of follow-up activities based on observations, screenings, and child interests.
7. Conducts supportive activities directly with children, such as, but not limited to: joins in child's play as equal partner, follows child's lead and interests, accepts ways that child acts on own ideas with available materials, models positive social skills, and involves children in the problem-solving process.
8. Records up-to-date observations, assessments, and follow-up on all appropriate charts, forms, etc.
9. Substitutes in the program rooms as needed.
10. Attends in-services, staffing, and other appropriate meetings.
11. Assists in preparing end of the year information for parents, schools, and other outside agencies.
12. Performs other reasonably related duties as assigned by immediate supervisor or other management as required.
13. Works in small groups and individually with children to develop kindergarten readiness skills.

ADDITIONAL RESPONSIBILITIES:

1. Follows the program procedures relating to confidentiality.
2. Attend evening meetings and participates in job related training as required.
3. Performs day to day travel as well as overnight travel as required.
4. Must pass initial and tri-annual physical exam and TB screening.

5. Mandated Child Abuse/Neglect reporter
6. When in centers, eats with children as needed, sharing the same menu.
7. Assists children with toileting, changing, and hand washing as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work independently.
2. Basic knowledge of computer skills, including familiarity of MS Word and MS Excel
3. Ability to carry through and implement Creative Curriculum Agenda.
4. Ability to communicate clearly and effectively in a nonjudgmental manner.
5. Knowledge of Individual Education Plans (IEP's), Individual Service Plans (ISP'S), Individual Family Service Plans (IFSP's), Behavioral Health Plans, and other developmental service plan goals.
6. Pediatric First Aid and CPR Certification.

MINIMUM REQUIREMENTS OF EDUCATION, TRAINING, AND EXPERIENCE:

1. Have a CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA, course work equivalent to a CDA or enrolled in a CDA credential program to be completed within two years of the time of hire. (Required)
2. Demonstrated writing, verbal, and computer skills. (Required)
3. Current PA driver's license and reliable transportation. (Required)
4. Free of Child Abuse/Neglect history as verified by proper authorities. (Required)
5. Must obtain Child Abuse, PA State Police, FBI Fingerprinting and NSOR Clearances prior to starting employment. (Required)
6. Must meet vaccination requirements set by funding sources. (Required)
7. Associate Degree in Early Childhood Education (ECE) or Child Development. (Preferred)
8. Training in or demonstrated knowledge of Creative Curriculum. (Preferred)

EMPLOYEE'S SIGNATURE: _____ DATE: _____