

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_X_)

Adopt this resolution approving the attached new class specification for the extra-help position of Head Start Center Teacher's Aide at a salary of \$8.00 per hour.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

This position is required to enable the Head Start Program to provide the necessary support to the Head Start Center Teachers to carry out the educational portion of the Head Start Program. The Board has previously supported the Head Start Program, and Resolution 92-534 appropriated unanticipated revenues (\$240,986) and acceptance of a Financial Assistance Award from the U.S. Department of Health and Human Services, Administration for Children and Families, regarding the Mariposa County Head Start Program.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this proposed class specification and salary; this would preclude the ability to adequately staff the Head Start Program in Mariposa County.

Make any change to the class specification as deemed necessary.

COSTS:	(X) Not Applicable	
A. Budgeted current FY		\$ _____
B. Total anticipated costs		\$ _____
C. Required additional funding		\$ _____
D. Internal transfers		\$ _____
SOURCE:	() 4/5ths Vote Required	
A. Unanticipated revenues		\$ _____
B. Reserve for contingencies		\$ _____
C. Source description:		_____
Balance in Reserve for Contingencies, if approved: \$ _____		

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:

Res. No.: <u>94-298</u>	Ord. No. _____
Vote - Ayes: <u>5</u>	Noes: _____
Absent: _____	Abstained: _____
<input checked="" type="checkbox"/> Approved	() Denied
() Minute Order Attached	() No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: _____
ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: _____
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further Action

Comment: _____

A.O. Initials: [Signature]

MARIPOSA COUNTY

JOB TITLE: Head Start Center Teacher's Aide

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To assist the Head Start Center Teacher in the implementation of the approved Education Services Component of the Head Start Program Performance Standards, the local Education Component Plan, and individual or class lesson plans and does other related work as required. Employees in this classification receive general supervision within a framework of well-defined policies and procedures.

SUPERVISOR: Head Start Program Center Teacher

TYPICAL DUTIES:

- Assists the Center Teacher in the implementation of the approved Education Services Component Plan regarding center operations and facilities.
- Assists in the organization and execution of the daily curriculum.
- Performs daily housekeeping activities to maintain the center classroom in a safe, clean, and organized manner.
- Participates in approved training, staff meetings, and related activities.
- Completes other tasks as assigned which are consistent with the definition and intent of the job description.

EMPLOYMENT STANDARDS:

Knowledge of:

- goals and objectives of early childhood development
- preschool classroom organization, techniques, and curricula
- federal and state regulations pertaining to preschool child development centers

MARIPOSA: Head Start Center Teacher's Aide

Ability to:

- develop preschool plans and curricula
- supervise volunteers
- maintain good working relationships with diverse staff, parents, the children, and the general public
- understand and execute written and oral instructions
- communicate effectively in both oral and written forms
- execute a declaration regarding arrests and convictions involving children/youth and/or violent felonies (Reference Head Start Regulations 1301.31)
- maintain confidentiality of all personal information relative to children, family members and other staff
- perform housekeeping duties and lift 40 pounds

MINIMUM QUALIFICATIONS:

Possession of:

- a valid California Driver's license
- an annual TB skin test or chest x-ray
- fingerprint records filed with the California Department of Social Services, Community Care Licensing, Centralized Fingerprint Unit and/or the State Department of Justice

Employees in this class must be a minimum of 18 years of age and possess:

1. Twelve (12) post secondary semester units or equivalent quarter units in Early Childhood Education or Early Childhood Development completed at an accredited or approved college or university, and at least six (6) months of work experience in a licensed day care center or comparable group child care program
 - a. The educational units shall include courses which cover the general areas of child growth and development or human growth and development; child, family, and community or child and family; and program/curriculum; and

MARIPOSA: Head Start Center Teacher's Aide

MINIMUM QUALIFICATIONS: (Cont'd)

b. Work experience shall be at least 3 hours per day for a minimum of 50 days in a six (6) month period. The volunteer and/or paid experience must have been conducted under the supervision of a person who meets the Teacher or Director requirements of Community Care Licensing.

OR

2. a current and valid Child Development Associate (CDA) credential issued by the CDA National Credentialing Program for preschool age children.