

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 revised class specification for the extra-help position of Head Start Center Teacher's Aide I/II at a salary of \$7.50 per hour for the I level and a salary of \$8.00 per hour for the II level.

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.

This revised class specification provides for an "entry-level" teacher wherein not as many college units are required and experience can be gained on-the-job. The minimum qualifications for this level of teacher are set forth in Section 101312.2 (b) of the Regulations for Day Care Centers as established by the Community Care Licensing Branch of the California State Department of Social Services. Recruitment at the fully-qualified level of teacher (Head Start Center Teacher's Aide II) has not generated enough applicants to adequately staff the Head Start Center classrooms and provide available backup in the event of illness or other emergencies that may arise from time-to-time.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

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

Make any change to the class specification and hourly salary 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.: 94-482 Ord. No. _____

Vote - Ayes: 4 Noes: _____

Absent: 0 Abstained: _____

() 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 I/II

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 these classifications receive general supervision within a framework of well-defined policies and procedures. Assignment to a different level in this class is subject to the determination of the department head and is contingent upon the employee successfully completing the additional education and experience requirements.

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 I/II

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

Possession of:

Employees in both classes must be a minimum of 18 years of age and possess:

- 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

MINIMUM QUALIFICATIONS:

Head Start Center Teacher's Aide I:

1. Completion of at least six (6) semester units or equivalent quarter units in Early Childhood Education or Child Development completed at an accredited or approved college or university including 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.
 - (a) After employment, complete, with passing grades, at least two units each semester or quarter until the education requirement for the Head Start Center Teachers Aide II has been met.

MARIPOSA: Head Start Center Teacher's Aide I/II

MINIMUM QUALIFICATIONS: (Cont'd)

Head Start Center Teacher's Aide II:

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
 - 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.

HSTeaAid.frm
Creation Date: 7/94
Revision Date: 11/94