



Kids Are First, Inc.

400 West Peña Street/ PO BOX 1378
Carrizo Springs, TX. 78834
Ph. 830 876-9265/Fax 830 876-9285

JOB POSTING

Position: Program Aide

County: Maverick

Date Open: 07/31/2025

Date Closed: Until it is filled.

Kids Are First, Inc. seeks to fill a Program Aide position. This position works as a part of a team to assist in classroom and kitchen activities and serve as a disabilities aide as needed. Works with typically developing children and children with special needs/disabilities. The position may be reassigned to various classrooms/centers as deemed necessary for program operations.

The position will be responsible for the following duties:

- Assists the teacher in any aspect of the program as the need arises
- Helps supervise at mealtime, eating with the children to encourage good nutrition and social skills
- Assists classroom staff in all classroom activities

EDUCATION AND EXPERIENCE

The minimum requirement is that the individual be 18 years of age. A high school diploma or G.E.D.

Bilingual preferred (English/Spanish) or English and other languages in the local area.

TO APPLY: Download the application form from our website at www.kafhs.org and submit it along with your credentials and degrees. You may send your completed application to the Human Resources Department via email at humanresources@kafhs.org, or deliver it in person at any KAF center or the main office located at 400 West Pena St. Carrizo Springs, Tx 78834

PLEASE NOTE: Interested applicants for this position must submit their application, resume, and educational requirements by the established deadline.

KIDS ARE FIRST INC. is an EQUAL OPPORTUNITY EMPLOYER

KIDS ARE FIRST
Program Aide
Job Description

IMMEDIATE SUPERVISOR: **Center Manager**

CLASSIFICATION: **Non-Exempt**

A. POSITION SUMMARY

This position works as a part of a team to assist in activities in the areas of the classroom, kitchen and/or to serve as a disabilities aide as needed. The position contains elements of job descriptions of positions with titles similar classroom aide, janitor and kitchen aide and as a disabilities aide providing support for children with disabilities. Works with typically developing children and/or children with special needs/disabilities. The position may be reassigned to various classrooms/centers as deemed necessary for program operations. This position may receive content area technical support and training from the staff person responsible for center supervision, teacher, bus driver, staff person responsible for transportation, kitchen staff and/or program managers/specialist/coordinators.

B. DUTIES AND RESPONSIBILITIES OF THE POSITION

Duties of the position are described in major functional areas listed below. Additional duties may be assigned.

- Assists classroom staff in all classroom activities, field trips and outdoor activities included in lesson plans.
- Dress in clothing which is appropriate for outdoor activity and all weather conditions and be prepared to go outdoors daily.
- Assists in developing materials and providing activities related to the cultural background of the children and families served.
- Helps supervise at mealtime, eating with the children to encourage good nutrition and social skills.
- Helps keep the classroom and its contents clean and orderly.
- Assists the teacher in any aspect of the program as the need arises (e.g., at Family Nights, copying newsletters, cutting out classroom materials, making phone calls, etc.).
- Serves as a temporary substitute in the periodic absence of the assistant teacher or teacher.
- Empties trash or garbage containers if needed before the custodian or janitor services.
- Sanitizes surfaces, picks up and puts away materials in the classroom or kitchen in order to maintain a safe and organized environment.
- Serves as janitor in the absence of the regular custodian or janitor on a periodic basis.
- Does light yard work.

- Completes routine kitchen/dining room/food chores as assigned (e.g., dishwashing, portioning foods, taking and logging temperature of foods received from vendors, etc.).
- Prepares necessary food and serving items for service prior to or after use.
- These duties may include the preparation of food to meet the needs of children with special needs or disabilities.
- Participates in food service clean up, inventory and other food service tasks as requested.
- Substitutes for regular Cook or Assistant Cook as needed.
- Assists with inventory maintenance of all necessary supplies, food and equipment used for food services operations.
- Assists with the processing and storage of food and food related items as they are delivered.
- Assists in carrying out a financially successful food service operation by helping to control food and labor costs.
- Assists with logging meals/snacks in the menu book following USDA/CACFP required documentation for food purchased, prepared and served.
- Supports staff/parents in preparing and cleaning up after meals/snacks for meetings, planning sessions and other special events as requested.
- Ensures that dishes are returned to the kitchen or food service vendor transport boxes for cleaning and preparation for the next meal.
- Notifies supervisor of any safety, health issues or concerns.
- Participates in ongoing training in food preparation and nutrition as requested.
- Follows the established system for cleaning to ensure that the kitchen and storage rooms are kept in a clean and sanitary manner.
- Reports any kitchen equipment not in good working order to supervisor to ensure the kitchen remains safe and hazard free.
- Prepares food in a safe and sanitary manner.
- Responsible for complying with all local, state and federal standards regarding hygiene and sanitation.
- Works with assigned children with disabilities.
- Supports the work of the classroom staff and managers, specialists and/or mental health consultant in carrying out individual plans for children with special needs.
- With direction from professional staff, follows IEP/IFSP.
- Understands, generates and documents in-kind and other allowable costs applied toward the non-federal share requirement.
- Attends all workshops and meetings as deemed necessary by the immediate supervisor.
- Attends all required staff and parent meetings and activities.
- Responsible for understanding Head Start Performance Standards and local child care licensing regulations.
- Expected to be knowledgeable of the regulations associated with prevention of occupational disease and injury, including the exercise of universal precautions and the prevention of contamination.

- Positively promotes Head Start in the community.
- Maintains strict confidentiality with respect to Head Start/Early Head Start children, families and staff in accordance with established policies and procedures.
- Becomes thoroughly familiar with KAF, Inc. Employee Handbook: Human Resources Policies and Procedures, KAF, Inc., Operations Manual and all other KAF handbooks, manuals and resources and adheres to them
- Performs other duties as assigned.

C. LANGUAGE SKILLS

- Bilingual (English/Spanish or English and other languages present in the local area).

D. EDUCATION AND EXPERIENCE

The minimum requirement is that the individual be 18 years of age. A high school diploma or G.E.D.

E. PHYSICAL DEMANDS AND WORKING CONDITIONS

- May be required to lift up to 45 pounds.
- Travel by car, bus, airplane or train may also be required associated with attendance at conferences, meetings and other duties carried out at distant locations in and out of state and in some cases where some overnight travel may be required.
- Some exposure to communicable diseases.
- Noise level in work environment may be moderate to loud.
- Work is typically performed in a classroom, kitchen or bus setting and some office work may be required.
- Some evenings and weekend work may occasionally be required for events such as home visits, parent-teacher conferences, Parent Committee meetings, community and social events.

F. EMPLOYMENT CONDITION UPON RESULTS OF THE FOLLOWING

- Criminal history clearance central registry, DPS and FBI clearance
- Successful Physical Capacities Examination and TB screen results.
- Must have reliable transportation and if/when using own vehicle must have minimum automobile coverage required by state.
- To drive agency vehicles must have a valid driver's license and be insurable by the KAF, Inc. insurance carrier and have a Motor Vehicle Record acceptable to KAF, Inc.

G. DISCLAIMER

- This job description is intended to convey information essential to understanding the scope of this position. Nothing in the job description restricts KAF right's to change, assign, or re-assign duties and responsibilities at any time for any reason.