



**Family Service**  
SUPPORT. STRENGTHEN. SERVE.

Date posted: 1/23/19  
Date closed: 2/23/19  
**Or when filled**

<b>Job Title</b>	<b>Disability Aide</b>
<b>Requisition Number</b>	2019-0005
<b>Department/Program</b>	Head Start
<b>Location</b>	<b>Allen Elementary:</b> 101 Dumont Dr. San Antonio, TX 78227
<b>Position Type</b>	Full time/ Non-Exempt/ 10 months per year
<b>Work Days/Hours</b>	Monday – Friday, 40 hours / week, Schedule varies
<b>Pay Rate</b>	\$11.05 per hour
<b>Job Summary</b>	The Disability Aide works in collaboration with center staff to greet parents, assist the Head Start Teacher in delivering the classroom curriculum in accordance with Head Start regulations, licensing procedures, and guidelines as well as agency standards. The Disability Aide is responsible for the care and supervision of children in accordance with Head Start regulations, licensing guidelines, and agency standards. Ensures that the classroom is one in which children are aware of expectations, provided with rules and maintain consistency, build a positive relationship with the students which focuses on positive communication, appropriate physical proximity, respect and positive discipline, and guidance. The Disability Aide will be required to assist in various Head Start classrooms and/or centers as assigned, and moves from classroom to classroom or center to center in a timely manner and as needed and directed. Provides direct support for children with special needs.
<b>Competencies &amp; Skills</b>	<p><u>Adaptability:</u></p> <ul style="list-style-type: none"> <li>Adapts to changes in the work environment. Manages competing demands. Accepts criticism and feedback. Changes approach or method to best fit the situation.</li> </ul> <p><u>Customer Service:</u></p> <ul style="list-style-type: none"> <li>Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.</li> </ul> <p><u>Achievement Focus:</u></p> <ul style="list-style-type: none"> <li>Sets and achieves challenging goals. Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Recognizes and acts on opportunities. Takes calculated risks to accomplish goals.</li> </ul>
<b>Qualifications &amp; Experience</b>	<p><u>Required</u></p> <ul style="list-style-type: none"> <li>High School Diploma or GED required.</li> <li>Minimum of one (1) year serving children with special needs.</li> <li>Understands cultural differences and is sensitive to the implications of culture for service delivery.</li> <li>Current Pediatric CPR and First Aid Certification.</li> </ul> <p><u>Preferred</u></p> <ul style="list-style-type: none"> <li>Current Child Development Associates (CDA) credential preferred.</li> <li>Previous classroom experience and ability to utilize various learning techniques in the successful delivery of curricula preferred.</li> <li>Successful completion of one of the following: Satori Alternatives for Managing Aggression Training or Non-Violent Crisis Intervention Training preferred.</li> <li>Fluency in English and Spanish (read, write, speak) preferred.</li> <li>Must be able to travel between centers in a timely manner as needed to fulfill job responsibilities. Site assignments are subject to change on a daily/annual basis based on program needs.</li> </ul>

Interested applicants should send resume/application to:  
[Recruiting@family-service.org](mailto:Recruiting@family-service.org)  
 (Please include **Job Title** and **Requisition Number** in correspondence)  
 Equal Opportunity Employer