



**POSITION ANNOUNCEMENT**  
**CLASS AIDE**

Kent Youth & Family Services is currently accepting applications for Class Aide position with the Early Learning program. This position is responsible for working with the lead teacher to provide comprehensive child development and health services for preschool-age children that will help them develop school readiness skills. Works to enhance the parent's role as the principal influence on the child's education and development.

**SKILLS, KNOWLEDGE, AND ABILITIES:**

- Ability to be a positive role model for children & support them in their developmental skills.
- Ability to work with preschool age children, parents, staff and community of diverse backgrounds.
- Ability to use effective organizational and time management skills.
- Ability to provide training and support to volunteers, including parent volunteers.
- Ability to follow directions and guidance from the teaching team & work as an effective team member.
- Ability to communicate effectively, both orally and written format, in English, maintaining confidentiality at all times.

**MINIMUM QUALIFICATIONS:**

- CDA, Early Childhood Education, (ECE) certificate or degree preferred plus one-year experience in an early childhood setting; OR
- High School Diploma or GED, plus one-year experience in an early childhood setting preferred;
- Current and former Head Start/ECEAP parents received preference for employment vacancies of which they are equally qualified.

**REQUIREMENTS:**

- Completion of a successful criminal history and fingerprinting background check and keep current.
- Complete health examination, including TB screening as recommended by health care provider.
- Obtain First Aid and Infant/Child CPR card within 90 days of hire and keep current.
- Obtain a Food Handler's permit within 90 days of hire and keep current.

**WORKING CONDITIONS:**

- Must be willing to assist child(ren) during emergencies and daily activities, including lifting & holding them, up to 50 pounds.
- Must be able to lift/move educational materials and equipment, stretching, reaching, and bending, up to 50#, using safe techniques.
- Stand, stoop, kneel, bend and work with children on the floor for extended periods.

**COMPENSATION & BENEFIT:** \$15.00 – 16.50 per hour, DOE. Depending upon work hours, potential benefits- full time staff (30+ hrs): 403b retirement includes agency contribution at 5%, after one year of employment; paid medical, dental, vision, life, & long-term disability for employee.

**OPENS:** July 19, 2021

**CLOSES:** July 26, 2021 or when filled.

**TO APPLY:** Qualified applicants download an application at [KYFS.org](http://KYFS.org) and submit cover letter, resume, and completed application to: Theresa LaRonde, Early Learning Director, Kent Youth & Family Services, 232 Second Ave South, Suite 201, Kent WA 98032, or [theresal@pugetsoundhs.org](mailto:theresal@pugetsoundhs.org), or fax 253-630-9733.

KYFS is an Equal Opportunity Minority/Female/Individuals with Disabilities/Protected Veteran and Affirmative Action Employer. We hire qualified candidates without regard to age, race, religion, color, sex, sexual orientation, gender, gender identity, national origin, ancestry, citizenship, protected veteran or disability status, or any factor prohibited by law.

Revised 7/21