

Position Description

Title:	CDA Trainee	Supervisor:	Site Coordinator
Department:	Children & Family Services	Classification:	Trainee

A. **Job Description:**

Child Development Associate (CDA) Trainees for our Early Head Start program assist Teachers in planning and implementing learning experiences that advance the intellectual, emotional, social, and physical development of children within a safe, healthy learning environment. They encourage the involvement of the families of the children of the program and support the development of relationships between children and their families. These duties are done concurrently while completing required coursework to obtain their CDA credential.

B. **Position Qualifications:**

- i. Trainee Requirements
 - High School Diploma or Equivalent.
 - Be able to pass:
 - Criminal Background Check (Federal & State)
 - Physical
 - TB Test
 - Licensing
- ii. Educational Requirements
 - Professional Education – Applicants must complete 120 clock hours of professional early childhood education, including 10 hours in each of the following eight CDA Subject Areas*:
 - Planning a safe and healthy learning environment
 - Advancing children’s physical and intellectual development
 - Supporting children’s social and emotional development
 - Building productive relationships with families
 - Managing an effective program operation
 - Maintaining a commitment to professionalism
 - Observing and recording children’s behavior
 - Understanding the principles of child development and learning
 - Have 480 hours of work experience working with children in the age group matching your type of CDA application.*
 - Pass the written exam.*
 - Complete Family Questionnaires and Professional Portfolio*
 - Schedule CDA Council Observation*

- Be observed by the CDA council.

C. **Job Shift/Schedule:**

Monday through Friday, 8am – 4pm

D. **Job Pay Rate/Range:**

\$17.31 per hour

E. **Job Benefits:**

- Limited Paid Leave
- Health Insurance (Medical, Vision, Dental)
- Employee Assistance Program
- Direct Deposit
- Worker's Compensation
- Payroll Deduction
- Paid Tuition

F. **Job Locations:**

See Attached

G. **Job Type:**

Full-Time

* Must be completed within 6 months of hire.

COVID-19 Vaccination

SHORE UP! Inc. Early Head Start requires all applicants to be fully vaccinated for COVID-19 or have a valid exemption before commencing employment. Applicants are required to furnish proof of vaccination.

SHORE UP! Inc.
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