



# Cincinnati-Hamilton County Community Action Agency

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## JOB DESCRIPTION

**POSITION TITLE:** Teacher Assistant (38 weeks)      **FLSA STATUS:** Non-Exempt  
**DIVISION:** Head Start      **PAY GRADE:** (3)  
**HIRING RANGE:** \$9.60 –per hour  
**WORK HOURS:** Varies by site operation hours, 80 hours bi-weekly  
**LOCATION:** Cincinnati-Hamilton County Community Action Agency (C-HCCAA)  
1740 Langdon Farm Road  
Cincinnati, Ohio 45237

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### POSITION SUMMARY:

Assists Head Start Teachers with the general supervision and management of the class in daily developmental learning models and student care to promote school readiness.

### ESSENTIAL JOB FUNCTIONS:

As directed by Education Team Leader, assists Teacher with duties as follows:

1. Assists Teacher in the planning and implementation of daily developmental learning models for pre-school age children that provide for cultural and social economic backgrounds, emotional or physical disabilities and individual style and pace of learning.
2. Maintains a physical environment that is conducive to promoting optimal growth and development via positive social interaction of pre-school children, including eating with children.
3. Monitors and supervises children at all times.
4. Demonstrates respect for families' values, strengths, and cultures by welcoming their contributions and participation, encouraging children to talk about their families, and designing learning experiences accordingly. Uses information about children obtained through home visits, parent-teacher conferences, and other parent-staff interaction by incorporating this data into daily routines and interactions with children.
5. Assists Teacher in the implementation of developmentally appropriate reading, writing, mathematics, science, and social programs that enhance children's knowledge and language and literacy development; and furthers children's listening, vocabulary, and attention span by using prompts for discussion and follow-up activities.
6. Assists Teacher in the Coordination with Family Service Worker, ADA, and child abuse program requirements, and assists in scheduling and documenting parent-teacher conferences and home visits.
7. Participate in monthly parent meetings and special events.
8. Assists the teacher with daily observations and health checks.
9. Actively participates in staff meetings, training sessions, conferences, workshops and other career development and professional activities.
10. Monitors and assists in the documentation of children's progress per the goals developed by self and other staff and specialists, including those in IFSP's, by observing and documenting children's play, conversations, routines/schedules, health checks and work samples and through conversations with families in order to meet federal, state, and program documentation requirements.

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11. Participate in transition process to or from Early Head Start/Head Start, home, and/or other early education and care settings by engaging families, others in the program, and members of the community in planning and implementing strategies that ensure successful transitions, including the transfer of child records.
12. Assists teacher in the recruitment and registration of children as required by Head Start Performance Standards.
13. Acts as a lead in the absence of the teacher.
14. Actively participates in staff meetings, training sessions, conferences, workshops and other career development and professional activities.
15. Recruits and registers children as required by Head Start Performance Standards.
16. Conducts daily observations and health checks.
17. Eats with children to promote pro-social behavior.
18. Participates in transition process for children and families.
19. Administers developmental services with high quality service and confidentiality for the Head Start children and families.

## **ESSENTIAL JOB FUNCTIONS(cont'd):**

20. Performs all other duties as assigned.

## **WORK ENVIRONMENT:**

Typical office environment, with minimal exposure to excessive noise or adverse environmental issues.

## **QUALIFICATIONS AND REQUIREMENTS:**

The incumbent must have:

1. CDA (college coursework in Early Childhood Education or related field).
2. Demonstrated knowledge of pre-school teaching activity and diverse cultures.
3. Two (2) years of experience working with children in a classroom setting.
4. Two (2) years of customer service experience.
5. Proficient computer experience in Microsoft Office applications.
6. Experience working with diverse populations, including low to moderate-income families.
7. Ability to multi-task and prioritize duties.
8. Ability to work with and teach infants and toddlers.
9. Ability to analyze and interpret data and to handle problem resolution.
10. Willingness to accommodate planned and unplanned travel to and from Head Start Center and other C-HCCAA or meeting/conference locations, including overnight and/or out of town travel.
11. Ability to meet the physical qualifications of the position with or without accommodation.
  - a. Use hands to manipulate, handle, feel, and control items or equipment;
  - b. Walk, bend, kneel, and reach;
  - c. Lift a 20-60 lb. child, using all safety precautions;
  - d. Stand, sit, and play with infants and toddlers for long periods of time;
  - e. Conduct both outdoor and indoor activities, in both warm and cold temperatures;
  - f. Talk, hear, and communicate with parents;
  - g. See and be able to read, write, and interpret written documents;

## **ORGANIZATIONAL STRUCTURE:**

Reports to: Site Manager

Manages: None

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