





# Cincinnati-Hamilton County Community Action Agency

*We help make things happen*

## **WORK ENVIRONMENT:**

Includes both a typical office environment, with minimal exposure to excessive noise or adverse environmental issues, and occasional local travel, including exposure to heat, cold, inclement weather conditions, and occasional environmental hazards.

## **QUALIFICATIONS AND REQUIREMENTS:**

The incumbent must have:

1. An Associates degree in Early Childhood Education or related field from an accredited college or university; Bachelors degree in Early Childhood Education is preferred.
2. Demonstrated knowledge of diverse cultures.
3. Two (2) years of experience teaching preschool children in an urban environment.
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 following physical requirements with or without reasonable accommodation:
12. Use hands to manipulate, handle, feel, and control items or equipment;
  - a. Walk, bend, kneel, and reach;
  - b. Lift a 20-60 lb. child, using all safety precautions;
  - c. Stand, sit, and play with infants and toddlers for long periods of time;
  - d. Conduct both outdoor and indoor activities, in both warm and cold temperatures;
  - e. Talk, hear, and communicate with parents;
  - f. See and be able to read, write, and interpret written documents.

## **ORGANIZATIONAL STRUCTURE:**

Reports to: Site Manager

Manages: None

*The Functions, Qualifications, Responsibilities, and Requirements listed above represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform. As an equal opportunity employer, C-HCCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions.*