



# 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:** \$9.15 – 10.98 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:

Administers Head Start Development services to ensure compliance with local, state and federal regulations, Head Start Performance Standards, and CAA policies.

### ESSENTIAL JOB FUNCTIONS:

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

1. Plans and implements 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. Develops and implements IEP's for all children, including those with diagnosed disabilities.
4. Implements developmentally appropriate reading programs and programs which promote healthy, accepting attitudes regarding children's bodies and their functions.
5. Develops and implements developmentally appropriate instructional programs to encourage parental involvement and a knowledge base regarding their child's bodies and their functions.
6. Coordinates with Family Service Worker, ADA, and child abuse program requirements, and schedules and documents parent-teacher conferences and home visits.
7. Maintains environmental, and evaluates developmental, progress and maintains records for each child, including progress and immunization status.
8. Evaluates developmental progress and maintains records for each child, including progress and immunization status
9. Provides advice and support to teacher assistants and parent participants.
10. Actively participates in staff meetings, training sessions, conferences, workshops and other career development and professional activities.
11. Recruits and registers children as required by Head Start Performance Standards.
12. Conducts daily observations and health checks.
13. Eats with children to promote pro-social behavior.
14. Participates in transition process for children and families.
15. Administers developmental services with high quality service and confidentiality for the Head Start children and families.

*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.*



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

16. 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. A High School diploma or GED.
2. CDA or college coursework in Early Childhood Education or related field, preferred.
3. Demonstrated knowledge of pre-school teaching activity and diverse cultures.
4. Two (2) years of experience working with children in a classroom setting.
5. Two (2) years of customer service experience.
6. Proficient computer experience in Microsoft Office applications.
7. Experience working with diverse populations, including low to moderate-income families.
8. Ability to multi-task and prioritize duties.
9. Ability to work with and teach infants and toddlers.
10. Ability to analyze and interpret data and to handle problem resolution.
11. 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.
12. Ability to meet the following physical requirements with or without reasonable 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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