



Community Action Agency

CINCINNATI | HAMILTON COUNTY

Phone: (513) 569-1840 * Fax: (513) 569-4354 * Website: www.cincy-caa.org

JOB DESCRIPTION

Position Title:	Teacher Assistant	FLSA Status:	Non-Exempt
Division:	Head Start	Pay Grade:	5
Work Hours:	Varies by site operation, 80 hours bi-weekly	Revision Date:	June 2016

Work Location:

Cincinnati-Hamilton County Community Action Agency * 1740 Langdon Farm Road * Cincinnati, Ohio 45237

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:

Under General Supervision:

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. Monitor and supervise children at all times.
4. Demonstrate 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, mathematic, 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.
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. Maintains a level of good work attendance.

The above statements are intended to describe the general nature and level of the work being performed by staff assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Additionally, C-HCCAA management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

QUALIFICATIONS AND REQUIREMENTS

The incumbent must have:

1. Associates Degree in Early Childhood Education or related field, preferred.
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.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

WORK ENVIRONMENT:

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PHYSICAL DEMANDS:

Works in a typical classroom environment with minimal exposure to excessive noise or adverse environmental issues.

- 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: Teacher

Manages: None

Cincinnati-Hamilton County Community Action Agency is an Equal Opportunity Employer. The Functions, Qualifications, Requirements and Physical Demands listed in this job description 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.

Your employment with the Cincinnati-Hamilton County Community Action Agency is entered into voluntarily or "at-will," meaning that both you and the employer may end the employment relationship with or without reason, cause or notice unless otherwise prohibited by law. You are free to terminate your employment at any time, with or without cause. Similarly, C-HCCAA has the right to terminate the employee's employment, or otherwise alter an employee's position, duties, title or compensation at any time, with or without cause or notice. Therefore, the only employment relationship that exists is one terminable **at will** by either the employee or C-HCCAA.

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