



Cincinnati-Hamilton County Community Action Agency

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

JOB DESCRIPTION

Position Title:	Classroom Aide	FLSA Status:	Non Exempt
Division:	Head Start	Pay Grade:	3
Work Hours:	80 hours bi-weekly, evenings and weekends required	Revision Date:	July 2016

Work Location:

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

POSITION SUMMARY

Support classroom staff in providing care and education to children in a Head Start classroom. Maintaining best-practice and compliance with Head Start Performance Standards, local, state and federal laws and regulations, and CAA policies

ESSENTIAL JOB FUNCTIONS:

Under General Supervision:

1. Assist classroom staff in maintaining a safe, clean, and healthy work environment.
2. Assist in the compliance of Head Start Performance Standards, federal and state regulations, and Community Care Licensing requirements.
3. Support classroom staff in the implementation of developmentally appropriate curriculum and assessment process.
4. Model appropriate behavior and interact in a positive, friendly and courteous manner with children, staff, families and community volunteers in order to build and foster responsive relationships.
5. Assist in the supervision and management of children in the classroom.
6. Maintain confidentiality in accordance with Agency policy and procedures.
7. Work as a team member with all staff and maintain a positive work ethic.

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. High school diploma or equivalent
2. Ability to work with individuals and groups of children 3-5, supporting social emotional, physical and cognitive growth
3. Ability to work with others in supporting a positive work environment.
4. Demonstrated knowledge of diverse cultures.
5. Current physical, drug screen and TB screen documentation.
6. Current health trainings

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:

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

PHYSICAL DEMANDS:



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. Talk, hear, and communicate with parents;
- e. See and be able to read, write, and interpret written documents

ORGANIZATIONAL STRUCTURE:

Reports to: Education Supervisor

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. You are free to terminate your employment at any time, with or without cause. Similarly, C-HCCAA has the right to terminate your employment, or otherwise transfer, change your position or the scope of your job duties, at any time, with or without cause. Therefore, the only employment relationship that exists is one terminable **at will** by either the employee or C-HCCAA.*