



## Head Start

---

**Judith Barris**  
*Executive Director*

**Ronald C Loos**  
*Board Chairperson*

**Andrea Rosipko**  
*Director*

### POSITION DESCRIPTION

**POSITION:** Assistant Teacher  
**EMPLOYMENT STATUS:** Full Time (40 HRS PER WK) Part Year (42 WKS)  
**RESPONSIBLE TO:** Site Supervisor  
Education Coordinator  
**SUPERVISES:** None  
**WORKSITE:** Licensed Center-Based Classroom

**BASIC FUNCTION:** In accordance with Federal Performance Standards, assist the teacher and cooperate in a supportive role to provide a successful, educational setting to promote the social, emotional, physical, and cognitive development of children. Strive to encourage parent engagement in all aspects of the program.

### MAJOR RESPONSIBILITIES AND KEY TASKS:

- Assist in setting up the classroom environment in accordance with the daily lesson plan.
- Utilize developmentally appropriate practices to facilitate activities with individual and groups of children.
- Assist with observing, assessing, and documenting each assigned child's health, skills, behavior, growth, and development.
- Facilitate and promote effective transitions between activities.
- Encourage experimentation, exploration, problem-solving, cooperation, and language development through interaction with children.
- Engage, support, and assist in developing relationships with families.
- Supervise children at all times.
- Be able to operate a computer and have the willingness to learn other software programs as necessary.
- Attend and participate in professional development opportunities.
- Ensure implementation of comprehensive services for children.
- Assist in clean-up of the environment used by children and adults.

### EDUCATION AND EXPERIENCE REQUIREMENTS:

- CDA (Child Development Associate)

---

4510 Main Avenue, Ashtabula, OH 44004

P:(440) 993-7716

[www.accaa.org](http://www.accaa.org)

F:(440) 992-4409

This Agency is an equal provider of services and an equal employment opportunity employer. Civil Rights Act 1964 (CRA)

**EXPECTATIONS:**

- Must maintain confidentiality within and out of the program.
- Follow both verbal and written directions.
- Work as a team member.
- Maintain a positive attitude.
- Demonstrate flexibility working with the diverse needs and abilities of families, children, and co-workers.
- Be prompt and maintain good attendance.
- Remain current with all certifications, credentials, and non-degree license.
- Participate in post-secondary education or studies leading to a non-degree license, certificate or credential as required by position or requested by Program Management staff.

**ESSENTIAL JOB FUNCTIONS:**

- Must be able to physically interact with children, including talk, hear, sit, stand, walk; use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms; and stoop, kneel, crouch, or crawl and lift and or move items up to 80 pounds.
- Tasks may involve unplanned or procedure specific exposure to body fluids and possible exposure to communicable diseases. Maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

**ADDITIONAL REQUIREMENTS:**

- An available licensed vehicle, a valid Ohio Driver's License and insurability monitored by ACCAA insurance carrier.
- Completion of background checks including BCI, FBI, sex offender registry and child abuse and neglect registry.
- Pass initial and regular drug screenings
- Perform duties as assigned.

---

Signature

---

Date