



## Head Start

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Judith Barris  
*Executive Director*

David Speelman  
*Board Chairperson*

Andrea Rosipko  
*Director*

### INTERNAL/EXTERNAL POSITION POSTING

**Position Title:** Classroom Aide  
Part Time (20 HRS) Part Year (42 WKS)

**Posting Date:** June 14, 2021 to June 25, 2021, or until filled

**Requirements:**  
High school diploma or equivalent is required

Preference given to:

- Related work experience.

**Submit Resume to:** Tricia Knam, Senior Administrative Assistant

**Distribution:** Administration / Development / Fiscal / Housing Services  
Health / Nutrition Services  
Head Start

4510 Main Street, Ashtabula, OHIO 44004-6988

P:(440) 993-7716

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

F:(440) 992-4841

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



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### POSITION DESCRIPTION

POSITION: **Classroom Aide**  
EMPLOYMENT STATUS: **Part Time (20 HRS PER WK) Part Year (42 WKS)**  
RESPONSIBLE TO: **Site Supervisor**  
SUPERVISES: **None**  
WORKSITE: **Licensed Center or Child Care Partner**

**BASIC FUNCTION:** Assist classroom teacher with the implementation of developmentally appropriate practices based on the approved curriculum, addressing the cognitive, social, emotional, nutritional, and physical development of children.

### MAJOR RESPONSIBILITIES AND KEY TASKS:

- Assist with selecting materials and equipment in conjunction with the Teacher.
- Assist with arranging the classroom according to curriculum guidelines.
- Assist with keeping all classroom equipment, supplies and furnishings in safe and clean condition.
- Assist with the implementation of individual goal plans for each child.
- Assist in clean-up of areas used by children and adults.

### EDUCATION AND EXPERIENCE REQUIREMENTS:

High school diploma or equivalent is required  
Preference given to someone with related work experience

### 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.

### 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.

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**ADDITIONAL REQUIREMENTS:**

- Possess a valid Ohio driver's license; and insurability monitored by the 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.

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Signature

\_\_\_\_\_  
Date