



## Head Start

**Judith Barris**  
*Executive Director*

**Ronald C Loos**  
*Board Chairperson*

**Andrea Rosipko**  
*Director of Head Start*

### INTERNAL/EXTERNAL POSITION POSTING

**Position Title:** Teacher

Full Time (40 HRS) Part Year (42 WKS)

**Posting Date:** October 3, 2023 through October 11, 2023 or until filled

**Requirements:**

- A Bachelor's degree in Early Childhood Education or in a related field with a minimum of 30 credit hours in Early Childhood Education.
- Associate degree in Early Childhood Education or in a related field with a minimum of 30 credit hours in Early Childhood Education.

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

**Distribution:** Administration / Development / Fiscal  
Health / Nutrition Services  
Housing 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:** 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, provide a successful, safe and supervised educational setting to promote the social, emotional, physical, and cognitive development of children. Encourage parent involvement in all aspects of the program. Develop individual goals for children, provide continuous assessment on progress, and facilitate a successful transition into kindergarten.

### MAJOR RESPONSIBILITIES AND KEY TASKS:

- Establish and maintain a safe and healthy learning environment.
- Utilize assessment data to assist with planning and implementing learning experiences that advance the intellectual and physical development of children.
- Engage, support, and assist in developing relationships with families.
- Supervise and monitor children at all times.
- Conduct child focused observations and collect samples of children's work to share learning growth with families.
- Adapt curriculum to address and meet individual goals for children.
- Develop lesson plans consistent with curriculum.
- Communicate regularly with parents through home visits and conferences.
- Operate a computer and have the willingness to learn other software programs as necessary.
- Complete required documentation and reports as necessary.
- Attend and participate in professional development opportunities.
- Ensure implementation of comprehensive services for children.
- Maintain ODJFS and SUTQ requirements.

### EDUCATION AND EXPERIENCE REQUIREMENTS:

- A Bachelor's degree in Early Childhood Education or in a related field with a minimum of 30 credit hours in Early Childhood Education.
- Associate degree in Early Childhood Education or in a related field with a minimum of 30 credit hours in Early Childhood Education.

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**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.

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Signature

\_\_\_\_\_  
Date