



Head Start

Alissa Holdson
Executive Director

Ronald C Loos
Board Chairperson

Andrea Rosipko
Director

INTERNAL & EXTERNAL POSITION POSTING

Position Title: Assistant Teacher

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

Posting Date: June 11, 2026 through June 26, 2026 or until filled

Requirements:

Preference given to:

- Child Development Associate (CDA) credentials.

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

F:(440) 992-4841

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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 (as assigned)

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.
- Maintain ODCY and SUTQ requirements.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- CDA (Child Development Associate)

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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.

Signature

Date