

## Position Announcement Head Start Teacher Assistant

The Hamilton County Educational Service Center has a full-time opening for the position of Head Start Teacher Assistant for the 2019-2020 school year. Applications will be accepted until the position is filled.

**QUALIFICATIONS:** Valid CDA required or active enrollment in a CDA credential program that will be completed within 2 years or hold an associate or baccalaureate degree (in any area) or active enrollment in a program leading to such a degree. Working knowledge of typical behaviors/expectations of three-four-year-old children. One year of preschool classroom experience preferred.

**JOB Goal:** To assist Head Teacher in providing Developmentally and Individually Appropriate Practice (DIAP) through an integrated curriculum with daily lessons and activities which reflect mandated State and Head Start performance standards, parental input, cultural diversity and promotes growth and learning for preschool children.

### **ESSENTIAL FUNCTIONS:**

1. Adhere to agency policies and procedures including Head Start Performance Standards and state regulations.
2. Create a classroom community by promoting positive relationships, independence and self-regulation skills through well-established routines and guidelines.
3. Assist in setting up and supervising environment (indoor/outdoor) for the children's daily activities.
4. Use developmentally appropriate practices to facilitate activities with groups/individuals.
5. Implement intervention plans, health plans and classroom modifications that address unique needs of individual children.
6. Support learning environment through appropriate and positive interactions with children and other staff.
7. Share responsibility in food preparation, meal and snack set up, food ordering, grocery pick up, storing food properly and cleaning up with Head Teacher.
8. Promote healthy and interactive discussions during family style meals.
9. Ensure classroom environment, equipment and outdoor playgrounds are safely maintained in conjunction with state and federal guidelines.
10. Support classroom management by supervising and monitoring children at all times, responding appropriately to crisis and emergency situations.
11. Maintain a safe and clean working environment.
12. Recognize and monitor each child's health and well-being.
13. Assist children with toileting procedures/accidents and if necessary, change clothing with Head Teacher.
14. Assist children with tooth brushing procedure and maintain toothbrush caddy and cover with Head Teacher.
15. Observe/record behaviors of children to assist the teacher in identifying the child's strengths/areas to grow.
16. Complete/maintain anecdotal records, child portfolios, progress notes and intervention plans for individual children.
17. Assist/conduct required parent/teacher conferences and home visits as well as the required paperwork related to these activities.
18. Complete monthly reports and children's attendance sheets.

#### Administrative Offices

11083 Hamilton Avenue  
Cincinnati, Ohio 45231

513.674.4200 (p) / 513.742.8339 (f)

#### Center for Early Learning Programs

924 Waycross Road  
Cincinnati, Ohio 45240

513.674.4200 (p) / 513.851.5747 (f)

#### The Learning Center at North Norwood

5017 Marion Avenue  
Cincinnati, Ohio 45212

513.396.5940 (p) / 513.396.5942 (f)

19. Complete/file in a timely/organized fashion all required paperwork mandated by Federal and State regulations.
20. Attend/participate in all meetings (staff, IEP, team meetings), trainings and professional development activities as designated/approved by supervisor.
21. Responsible for keeping current with the mandatory trainings (child abuse and prevention, First-aid and prevention, recognition and management of communicable diseases, Blood borne Pathogens) that are required for ODE Licensing.
22. Demonstrate flexible and efficient time management and ability to prioritize workload.
23. Collaborate with colleagues to develop cohesive working relationships within the classroom, district and agency environments.
24. Assume responsibilities of the Head Teacher in his or her absence.
25. Physical ability to respond to children quickly in emergency.
26. Regular walking, kneeling, bending or sitting.
27. Occasional lifting up to 25 lbs.

**SALARY & BENEFITS:**

Salary commensurate with education and experience. Benefits and retirement in keeping with employer's policy.

**EQUAL EMPLOYMENT OPPORTUNITY AND ADA STATEMENT:**

The Hamilton County Educational Service Center is an Equal Opportunity Employer and endeavors to provide the highest quality service through employing professionals selected for their competence and expertise. No one will be discriminated against on the basis of color, age, origin, race, gender, religion, marital status, military service or disability.

Submit Resume and Cover Letter to:

Hamilton County Educational Service Center - Center for Early Learning Programs  
924 Waycross Road  
Cincinnati, OH 45240

Karen Heyob – [karen.heyob@hcesc.org](mailto:karen.heyob@hcesc.org) or fax (513) 851-5747