

ACCEPTING RESUMES

Position:	Assistant Teacher OhioMeansJobs Post# 3564077
Job Description:	<p>BASIC FUNCTION: In accordance with Federal Performance Standards, assist the teacher and cooperate in a supportive role to provide a successful, safe and supervised educational setting for children while they are in the Head Start environment (classroom, outdoor area and field trips). Promote the social, emotional, physical, and cognitive development of children. Encourage parent engagement in all aspects of the program.</p> <p>MAJOR RESPONSIBILITIES AND KEY TASKS:</p> <ul style="list-style-type: none"> • Assist in setting up the environment for the activities of the day. • Use developmentally appropriate practices to facilitate activities with individual children and groups of children. • Observe and record behaviors of children to assist the teacher in the identification of each child's goals. • Facilitate and promote effective transitions between activities. • Encourage experimentation, exploration, problem-solving, cooperation, problem solving, and language development through interaction with children. • Engage, support, and assist in developing relationships with families. • Monitor children at all times. • Operate a computer and have the willingness to learn other software programs as necessary. <p>Company/ Work address: Ashtabula County Community Action Agency 4510 Main Street, Ashtabula, OH 44004 Hours/Shift: 40 weekly Full time/ 1st shift – Monday - Thursday Hourly Wage Range: \$10.83 - \$11.87</p>
Desired Skills:	<p>EDUCATION AND EXPERIENCE REQUIREMENTS:</p> <ul style="list-style-type: none"> • Associate degree in Early Childhood Education or in a related field with 27 credit hours in Early Childhood Education. • CDA (Child Development Associate) <p>ESSENTIAL JOB FUNCTIONS:</p> <ul style="list-style-type: none"> • 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.
How to apply:	<p>Apply for job opening by sending resumes by USPS mail to:</p> <p>ATTN: Tricia Knam Ashtabula County Community Action Agency 4510 Main Street, Ashtabula, OH 44004</p>
OPEN DATE 1/24/18 CLOSE DATE 2/24/18	<p>If you need assistance or have any questions, feel free to contact: OhioMeansJobs Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234 Thank you and best of luck OhioMeansJobs Ashtabula County</p> <p>Like us on facebook Follow us on twitter</p>