### Position:

**Classroom Aide**  
OhioMeansJobs Post #209967395

### Job Description:

The Ashtabula County Community Action Agency is hiring a Part Time Classroom Aide

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 maintaining all classroom equipment, supplies and furnishings in safe and clean condition.
- Assist in development of individual goal plans for each child.
- Assist in clean-up of areas used by children and adults.

**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.

**Part Time $9.12/hr**

### Desired Skills:

- High school diploma or equivalent with related work experience.
- 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. Maintain universal precautions at all times.
- Possess a valid Ohio driver’s license; and insurability monitored by the ACCAA insurance carrier.
- Never have had a conviction and agree to a review by the Ohio Bureau of Criminal Investigation and FBI.
- Pass initial and regular drug screenings.

### How to apply:

Interested applicants may submit resumes to:

Ashtabula County Community Action Agency  
Tricia Knam / Senior Administrative Assistance  
4510 Main Avenue  
Ashtabula, OH 44004

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  
Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs.  
(Attachment #2)

Thank you and best of luck  
OhioMeansJobs Ashtabula County

Like us on Facebook  
Follow us on Twitter