**Position:**

**Assistant Teacher**  
OhioMeansJobs Post #212942291

**Job Description:**

The Ashtabula County Community Action Agency is hiring an Assistant Teacher.

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.

Full Time $11.35-$12.45 Per Hour

- CDA (Child Development Associate)
- 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.

**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