

Trumbull Community Action Program

Job Description

Title of Position:	Assistant Teacher
Responsible To:	Education Manager
Employee Type:	Hourly

General Summary of Position:

The Assistant Teacher (AT) serves a part of a teaching team by carrying out developmentally appropriate activities for children enrolled in Early Childhood programs at Trumbull Community Action Program (TCAP) including implementing early childhood lesson planning, completion classroom of paperwork, data entering information in TCAP data management systems. The role requires understanding and adhering to all TCAP, Head Start, Ohio Department of Education, Ohio Jobs and Family Services standards, rules, and regulations and state and federal laws as they related TCAP's Early Childhood Programs.

Primary Duties and Responsibilities of the Position:

- Maintain continuous Active Supervision of children.
- Attends required training, and workshops for professional development and continuing education.
- Must obtain at a minimum of a Child Development Associate (CDA) within 2-years from date of accepting position.
- Use ongoing assessment cycle, support the Lead Teacher in developing individual plans for each child in their classroom that includes but not limited to the following: goal setting, identified needs and objectives and activities to meet established goals (outcomes).
- Supports social and emotional development and provides positive guidance and discipline for the children.
- Assist with child screenings and observations, including but not limited to Ages and Stages Questionnaires (ASQ).
- Must understand and implement Conscious Discipline and Flip It strategies in the classroom.
- Prepare and maintain a safe, healthy learning environment for children that is positive and developmentally appropriate to ensure a well-run, purposeful program.
- Provides sufficient and appropriate outdoor time daily for children.
- Maintain a commitment to professionalism and work as a team with co-workers.
- Serve, eat, and supervise nutritionally prepared meals with the children.
- Be responsible for own email, Teaching Strategies Gold, and OCCRRA Log in information.
- Maintaining strict adherence to TCAP Code of Conduct and TCAP Policies and Procedures including being a Mandated Reporter.

Secondary Duties and Responsibilities of the Position:

- To assist in the recruitment, registration, and enrollment of potential program participants, county wide.
- To interact in a nurturing and productive manner with all Head Start children.

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- Maintains strict confidentiality with respect to Head Start children, families and staff in accordance with established policies and procedures.
- To assist in the orderliness of the classroom, supplies, and equipment.
- To participate in Home Visits, and Parent Teacher conferences.
- To assist in the records maintenance of all participants, as required by TCAP.
- Assist in the coordination of Head Start special events, committees, and community functions as may be assigned.
- Must be flexible as work sites are subject to change at TCAP's discretion.
- Create and maintain an Ohio Child Care Resource and Referral Association (OCCRRA) account.
- Must complete 30-day on-boarding.
- Assist in the recruitment and registration of potential program participants county wide.
- Any duties assigned by TCAP Management.

Qualifications:

- Must possess a high school diploma or GED.
- Must have basic knowledge of Microsoft Office (Word, Excel, and Power Point), basic technology usage skills, and basic math skills.
- Must have organizational, problem solving, and decision-making skills.
- Must have oral and written communication skills and have excellent attendance and punctuality.
- Must be able and committed to continuous strict adherence to TCAP's Confidentiality Policy and confidentiality guidelines in accordance with The Head Start Performance Standards and other pertinent regulations.
- Must be able and committed to constantly exhibit patience, professionalism, and tact when communicating with children, families, staff, management, referral sources, and the public.
- Must have a pleasant and professional demeanor, a positive attitude, and be a team player.
- Must maintain a valid Ohio Driver's License, have reliable on-site transportation, and show proof of current vehicle insurance; travel is required for this position and site and/or classroom assignment is subject to change.
- Must pass pre-employment, scheduled, and random background checks and drug testing.
- Must be able to lift at least fifty (50) pounds.
- Must be culturally sensitive and able to work with individuals with various backgrounds.
- Must be sensitive to the needs and problems of children and families, handicapped, and socio-economically disadvantaged residents of Trumbull County.

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Salary and Benefits:

Salary range is contingent upon experience and available funding. Benefit packages including hospitalization and agency pension plan are available after successful completion of ninety (90) working day probationary period. Dental and Vision package available at employee expense after ninety (90) working days.

I have read and understand the above job description. I attest that I am able to perform these essential job functions, I understand my status and duties as a Mandated Reporter, and that I meet the requirements of this position. I further agree to satisfy the expectations of the position. I understand that I am expected to be in regular attendance at work. My signature confirms that I agree to abide by the terms of this job description.

Printed Name

Signature

Date