

# Trumbull Community Action Program - Head Start

## Inter-Agency Employment Posting

<b>Job Title:</b>	Classroom Aide	<b>Job Category:</b>	Part-Time
<b>Department/Group:</b>	TCAP Head Start	<b>Supervision:</b>	Center Supervisor
<b>Location:</b>	1230 Palmyra Rd. SW Warren, Ohio	<b>Travel Required:</b>	Some
<b>Level/Salary Range:</b>	\$10.00 per hour	<b>Position Type:</b>	School Year (9 1/2 months)
<b>Work Schedule:</b>	Varies	<b>Date Posted:</b>	May 21, 2019
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	June 14, 2019

**Applications Accepted By:**

**FAX OR EMAIL:**

[Theller@tcaphelps.org](mailto:Theller@tcaphelps.org)

Subject Line: Head Start Classroom Aide

**MAIL:**

Toni Heller  
TCAP Head Start  
1230 Palmyra Rd. SW  
Warren, Ohio 44485

**Job Description**

**ROLE AND RESPONSIBILITIES**

- Assist Classroom Staff with daily routines including;
  - Classroom Staff Breaks
  - Children restroom breaks
  - Meals and snacks
- Attend Field Trips.
- Always Maintain strict confidentiality as it regards TCAP clients, Head Start children and families, and staff.

**REQUIREMENTS**

- Must possess a High School Diploma or GED.
- Must be able to work independently and make sound decisions.
- Must be able to pass background check and drug screening.
- Must have a positive attitude.
- Must be sensitive to the needs and problems of children, handicapped, and socio-economically disadvantaged residents.
- Must be able to work well with others and willing to serve the community.
- Must be physically able to perform job duties and requirements of this job including the ability to multitask and lift up to fifty (50) lbs.
- Must be able to maintain **good attendance**.

**ADDITIONAL NOTES**

No benefits

<b>Reviewed By:</b>	Name	<b>Date:</b>	Date
<b>Approved By:</b>	Name	<b>Date:</b>	Date
<b>Last Updated By:</b>	Name	<b>Date/Time:</b>	Date/Time