

EMPLOYMENT OPPORTUNITY

Position:	TEACHER ASSISTANT
Department/Program:	HEAD START/EARLY HEAD START
Reports to:	Child Development Center (CDC) Supervisor
Job Summary:	In accordance with established program standards, state and federal regulations, work with young children, including children with special needs, ages 3 to 5 and assist in carrying out developmentally/age appropriate activities that support school readiness. Responsibilities include: working in partnership with classroom teacher to provide a safe, healthy and compliant environment for supervision, development and learning; assist with establishment/implementation of daily lesson; assist with preparation/implementation of age-appropriate developmental experiences and school readiness learning activities; supervise children in the classroom and other learning areas/spaces; assist with activities specified on Individualized Education Plans (IEPs) for children with special needs; assist with parent-teacher conferences/home visits; promote parent involvement in classroom and/or center through implementation of center activities/parent meetings; track/report parent volunteer and in-kind hours/donations; assist with conducting inventory of classroom equipment and supplies; work in partnership with teacher to maintain current record-keeping compliant with program procedures; attend staff meetings, trainings and workshops; perform other related duties as required
Requirements:	Completion of secondary education or equivalent with six (6) months experience in age-appropriate teaching field; must have or be working towards an age-appropriate center-based Child Development Associate (CDA) Credential; valid State of Ohio Driver's License and transportation (travel required for home visits, training and getting to/from assigned worksite located across the Summit County area); computer literacy; criminal background checks conducted
Pay Rate:	\$11.63 per/hr, Pay Level 5
Benefits:	Medical, Life, Dental, Vision, Prescription, 403-b Retirement Plan with employer matching, Paid Holidays, Employee Assistance Program and other benefits as applicable to work classification
Classification/Schedule:	Regular, Full-time / Seasonal
FSLA Status:	Non-Exempt
Site Assignment:	Child Development Centers are located throughout Summit County. Worksite assignments are based on program needs and subject to change during the course of employment (staffing in the Barberton Head Start community site is priority)
Postings Dates:	CONTINUOUS UNTIL FILLED
Send Resume/ Application to:	Akron Summit Community Action, Inc. Human Resources Department, 55 East Mill Street, Akron, Ohio 44308 or, e-mail resume to resumes@ascainc.org

*This position is subject to Ohio Association of Public Schools Employees-Local 146 Participation

NO PHONE CALLS. Applicants selected for an interview will be contacted. Applications/resumes are kept on file for 6-months.

For employment opportunities and other agency information visit www.ascainc.org ;

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