

Clinton County Community Action Program has openings in the for Teachers and Education Aides. Please review the following job descriptions and if you are interested, please send your resume to Cathy Crowe at cathycrowe@clintoncap.org or drop your resume off at 789 N. Nelson Ave. Wilmington, Ohio 45177.

CLINTON COUNTY CAP JOB DESCRIPTION HEAD START CENTER ASSISTANT/BUS RIDER

MISSION:

In collaboration with our community, Head Start will provide a safe, high-quality environment that educates and empowers our children and families to be successful, self-advocates throughout their lives.

Primary Objectives:

Assist the Education staff with the appropriate implementation of the high-quality education program. Assist teachers with classroom's responsibilities as needed and engage with children in play and conversations. Assist assigned bus driver in guiding children safely on

Responsibilities:

1. Treats all people with dignity and respect.
2. Works cooperatively with all staff.
3. Assists in the implementation of developmentally appropriate activities.
4. Assists in maintaining a safe and healthy environment for the children that includes assisting teachers with classroom cleaning, hallway, parent room, and kids bathrooms.
5. Assists in implementing activities and maintaining the environment to help the children develop social/emotional, language, cognitive, and gross/fine motor skills, including actively interacting with the children both in the classroom and on the bus.
6. Manages the classroom independently when needed, including the implementation of all policies and procedures, paperwork, child management.
7. Will fulfill a teacher's role in the classroom when a teacher is absent. At times may be asked to assist teachers at one of the other CAP Head Start/childcare sites.
8. Physically assists children ages birth -5 when needed. Ability to lift a 40-pound child.
9. Ride the bus as scheduled and help the driver with the appropriate route to safely transport children to and from school.
10. Model and assist the children in self-help, healthy, dental, and safe habits.
11. Ability to clean up after children who have toileting accidents or who have become ill.
12. Maintains professional boundaries with families and with other staff.
13. Help families by: collaborating with agency staff to provide information and/or support on any issues observed or raised by families, including to make referrals when families or community people need assistance.
14. Comply with laws, regulations, rules, and agency policies and procedures
15. Completes additional duties assigned

RELEVANT QUALIFICATIONS:

1. Must be at least 18 years of age or older
2. Must be a U. S. Citizen
3. Must be able to work as a team member
4. Must possess good problem-solving skills
5. Must have either a High School Diploma or a GED
6. Must have a minimum of a CDA with training in theories and principles of child growth and development, early childhood education and family support.
7. Must renew CDA when needed to keep it in status.
8. Must pass Criminal BCI check
9. Must support all Head Start goals and objectives
10. Must have all required vaccinations

Supervision: Assistant Director/Education Coordinator