## Classroom Aide

**OhioMeansJobs Post# 3385302**

<table>
<thead>
<tr>
<th>Position: Classroom Aide</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company/ Work address:</strong> Ashtabula County Community Action Agency/ 4510 Main Street, Ashtabula, OH  44004</td>
</tr>
<tr>
<td><strong>Hours/Shift:</strong> 40 weekly / 1st shift – Monday - Thursday</td>
</tr>
<tr>
<td><strong>Hourly Wage Range:</strong> $9.00 - $9.50</td>
</tr>
</tbody>
</table>

**BASIC FUNCTION:** Assist classroom teacher with the implementation of developmentally appropriate practices based on the approved curriculum, addressing the cognitive, social, emotional, nutritional, and physical development of children.

**MAJOR RESPONSIBILITIES AND KEY TASKS:**

- Assist with selecting materials and equipment in conjunction with the Teacher.
- Assist with arranging the classroom according to curriculum guidelines.
- Assist maintaining all classroom equipment, supplies and furnishings in safe and clean condition.
- Assist in development of individual goal plans for each child.
- Assist in clean-up of areas used by children and adults.

**EXPECTATIONS:**

- Must maintain confidentiality within and out of the program.
- Follow both verbal and written directions.
- Work as a team member.
- Maintain a positive attitude.
- Demonstrate flexibility working with the diverse needs and abilities of families, children, and co-workers.
- Be prompt and maintain good attendance.

**ESSENTIAL JOB FUNCTIONS:**

- Must be able to physically interact with children, including talk, hear, sit, stand, walk; use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms; and stoop, kneel, crouch, or crawl and lift and or move items up to 80 pounds.
- Tasks may involve unplanned or procedure specific exposure to body fluids and possible exposure to communicable diseases. Maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

**Desired Skills:**

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

High school diploma or equivalent with related work experience.

**ADDITIONAL REQUIREMENTS:**

- 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.
- Pass initial and regular drug screenings.

**How to apply:**

Apply for job opening by sending resumes by USPS mail to:

ATTN: Tricia Knam
Ashtabula County Community Action Agency
4510 Main Street, Ashtabula, OH  44004

**OPEN DATE 04/12/17**

**CLOSE DATE 05/12/17**

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

Thank you and best of luck

OhioMeansJobs Ashtabula County

Like us on facebook

Follow us on twitter