

# EMPLOYMENT OPPORTUNITY

<b>Position:</b>	<b>PROGRAM AIDE</b>
<b>Department:</b>	Head Start/Early Head Start
<b>Reports to:</b>	Child Development Center (CDC) Supervisor
<b>Job Summary:</b>	In accordance with established program standards, provide assistance to center/program staff to ensure a safe, healthy and compliant environment for infants/toddlers and families enrolled in the Early Head Start/Head Start program (children ages 6 weeks up to age 5). Overall responsibilities include: assist with general classroom needs (e.g. remove trash from classroom or eating areas; collect, clean and return laundry to classroom); assist teaching staff in the classroom, on field trips and/or while children are being transported, as applicable; assist with communicating information to and from parents; assist with planning and implementing of parent meetings and promotion of parent involvement in activities; assist social and health services staff to collect information and data entry into computer system; assist kitchen staff as directed; perform office duties (e.g. answer phones, collect, deliver messages); perform other related duties as assigned
<b>Requirements:</b>	Must have High School Diploma or GED with demonstrated experience in working with children 6 weeks up to age 3 and six months classroom experience with a current Infant/Toddler or Preschool Child Development Associate (CDA) credential, preferred or demonstration of active pursuit of CDA and/or equivalent combination of experience and/or education; valid State of Ohio Driver's License and transportation, as position requires minimal travel; Summit County residency; fingerprint and background check conducted
<b>Pay Rate:</b>	\$8.84 per hour, Pay Level 1
<b>Benefits:</b>	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
<b>Classification/Schedule:</b>	Regular, Full-time / 11-Month Schedule
<b>FSLA Status:</b>	Non-Exempt
<b>Site Assignment:</b>	Child Development Centers are located throughout Summit County. Worksite assignments are based on program needs and subject to change during the course of employment
<b>Postings Dates:</b>	<b>CONTINUOUS UNTIL FILLED</b>
<b>Send Resume/ Application to:</b>	Akron Summit Community Action, Inc. Human Resources Department 55 East Mill Street Akron, Ohio 44308 <i>Or</i> , E-mail resume to <a href="mailto:resumes@ascainc.org">resumes@ascainc.org</a>

\*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](http://www.ascainc.org)

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