



JOB OPPORTUNITY

Job Title:	Head Start Classroom Aides	Job Category:	Head Start Support Staff
Department/Group:	Head Start	Position Status:	Part-time
Location:	Various	Salary Schedule:	Head Start Salary Schedule
Reports to:	Barbara Gustin, Director of Head Start	Contracted days:	N/A
Additional Training Required:	Yes (Prof. Development)	Travel required:	Minimal
Effective:	May 2019/Fall 2019 (Upon Board Approval)		
Application Deadline:	Until position filled		
Applications Accepted By:			
<u>Applications must be completed online:</u> Go to web address: www.hammond.k12.in.us Click on "Employment Opportunities" Click on the Application link to complete an application		Cover letters and resumes are not a requirement, but if available please upload with application.	
Job Description			
<p>Primary Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Support provision of the Head Start school readiness/educational program • Support establishment and maintenance of a safe and healthy learning environment • Support daily classroom routines • Encourage and support parent participation • Support and maintain effective staff, parent and child relationships • Help in recruiting eligible children for Head Start • Participate in required and recommended professional development opportunities <p>Requirements</p> <ul style="list-style-type: none"> • High school diploma or equivalent • Child Development Associate Credential (CDA) or documented early childhood education/development college coursework or Parents as Subs training or Paraprofessional Certification or experience in an early childhood classroom/setting • Participation in Head Start as a former or present parent – preferred • Fluency in speaking and writing Spanish – preferred • Strong written and verbal communication skills • Basic computer skills 			



School City of Hammond

41 Williams Street, Hammond, IN 46320

Tele: 219-933-2400

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- Ability to work as a member of a team
- Ability to lift 50 pounds

It is the policy of the School City of Hammond not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

Last Updated By:	HR	Date/Time:	4/12/2019
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