

## Community Action Partnership of Central Illinois JOB DESCRIPTION

POSITION: *Teacher's Assistant*  
REPORTS TO: Manager on Point  
STATUS: Seasonal/Non-Exempt

WORKSITE: *As Assigned*  
CLASSIFICATION: IV  
*Wage Range: \$9.16/hour to \$12.75/hour*  
*Annualized Wage: \$13,190- 18,360*

### SUMMARY OBJECTIVE:

The Teacher Assistant is responsible for assisting the Teacher with planning and activities to assure compliance with Head Start Performance Standards and DCFS Licensing Standards.

### RESPONSIBILITIES:

#### A. Program Structure:

1. Assist with planning of developmentally appropriate educational experiences in accordance with Head Start Performance Standards and DCFS Licensing Standards.
2. Interact with children in a developmentally appropriate manner using positive discipline techniques.
3. Assist with the implementation of the Creative Curriculum.
4. Assist in preparation of weekly lesson plans under guidance of the teacher.
5. Assist with required educational screenings and assessments.
6. Assist with documentation of anecdotal records.
7. Complete bus monitor responsibilities.
8. Prepare meals and snacks family style in accordance with Family Style Meal Service Procedure.

#### B. Special Needs:

1. Attend Individual Education Plan meetings as needed.
2. Follow Individual Education Plan goals for children with disabilities.
3. Complete progress reports on each child with an IEP once per month.
4. Document and maintain all follow-up referrals based on screening results.
5. Plan and implement weekly special needs lesson plans.
6. Maintain child special needs files and enter required information in the child tracking system

#### C. Other:

1. Attend and assist in parent involvement activities as scheduled.
2. Assist in recruitment of children as specified in ERSEA Policy and Procedures.
3. Support School Readiness and the Parent, Family and Community Engagement process to ensure participation of children and families, as directed
4. Maintain confidentiality of all information regarding children, families and staff.
5. Attend all staff meetings, trainings, workshops and conferences in accordance with Head Start Performance Standards.
6. Document at least 15 hours of in-service training annually in accordance with DCFS Licensing Standards.
7. Perform other duties and assist in other service areas as assigned.
8. Perform job duties as per timeline.

### KEY COMPETENCIES:

1. Excellent written and oral communication skills
2. High degree of professionalism
3. Collaboration and Problem-Solving Skills
4. Ability to read, analyze, interpret and apply Program standards
5. Excellent organizational and time management skills
6. Resourceful and able to obtain information regarding agency and community resources
7. Excellent interpersonal skills
8. Technical Capacity

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### QUALIFICATIONS:

1. Must meet DCFS requirements for Child Care Director. CDA required. Associates degree with 18 hours in Early Childhood Education preferred.
2. Successfully complete fingerprint and background check as required by 89 Ill. Adm. Code 385, Background Checks (Section 407.110).
3. Must successfully complete CPR, First Aid and any other certification deemed necessary for operation of the site.
4. Must be physically able to lift 50 pounds and assist children as needed.
5. Valid Illinois Driver's License, dependable vehicle and proof of insurance.

### Key Performance Indicators:

Key Performance Indicator	Measure	What does Good Look Like?
Maintain up to date disability requirements and IEP progress reports in the individual child file	Twice Annual File Checks	100% of IEP progress report completed
Initiate referral process and oversee through completion	Completed Referrals Documented IEP	90% of referrals completed in a 60 day timeframe
Active participant in recruitment activities	Recruitment Event Summary Sheet	Participation in 50% of planned recruitment events.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

No contractual or similar obligation is implied or inferred by this job description or the employment relationship.

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Employee Signature

\_\_\_\_\_  
Date