



**Position:** Classroom Assistant  
**Supervisor:** Head Start Teacher  
**Classification:** Level II, non-exempt

## + Overview

The Classroom Assistant is responsible for assisting in the classroom in all areas designated by the teacher, with a focus on health and nutrition. Complete all required tasks and paperwork, accurately and on time.

## + Essential Job Functions

- Plan and implement weekly lessons in health and nutrition and monthly cooking experiences.
- Complete bus monitor responsibilities
- Preparation of meals and snacks as assigned in accordance with family style meal service according to the Head Start Standards.
- Interact with children in a developmentally appropriate manner using Conscious Discipline techniques.
- Assist with inventory management pertaining to the food and food service items maintained for your classroom.
- Assist with the documentation of anecdotal and health records on children.
- Assist with required health and education screenings and assessments as assigned.
- Assist in recruitment of children as specified in the Recruitment Process
- Assist in other service areas.
- Maintain confidentiality of all information regarding children, families, and staff
- Maintain all child health files and update as needed.
- Monitor children's health requirements in accordance with Health/Dental care Service Policy and Early Periodic, Screening, Diagnosis, and Treatment (EPSDT) Guidelines.
- Support families in the School Readiness and the Parent, Family and Community Engagement processes.
- Attend and assist in parent involvement activities.
- Attend all staff meetings, trainings, workshops, and conferences in accordance with Head Start Performance Standards and DCFS Licensing standards with a minimum of 20 hours in-service training annually.
- Perform job duties as per timeline.
- Perform any other duties needed to help drive our vision, fulfill our mission, and abide by our organization's values.
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## + Education and Experience

- Must meet DCFS requirements for Early Childhood Assistants (Section 407.100 & 407.150). CDA preferred.
- Successfully complete fingerprint and background check as required by 89 Ill. Adm. Code 385, Background Checks (Section 407.110)
- High School diploma or equivalent certificate (GED), some college hours in early childhood education and/or experience in a preschool or day care preferred.
- Must successfully complete CPR, First Aid, Food Protection Manager Certification, and any other certification deemed necessary for the operation of the site.
- Must be physically able to lift 50 pounds and assist children as needed.
- Illinois State ID and reliable transportation required. A valid Illinois Driver's license and insurance preferred.

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

Updated: July 6, 2023

**+ Benefits**

- Major Medical Plan. Community Action will pay a percentage of a monthly medical premium.
- Employee Term Life Insurance up to \$30,000 depending on age, spousal coverage (up to age 70) for \$10,000 and/or child coverage (up to age 26) for \$2,500 per child.
- Dental and Vision Insurance Plan (Employer paid for the employee, employees can choose to add on dependents at their own expense.)
- 403-b Retirement plan (after 1-year CAPCIL will match up to 3%)
- Annual Leave (2 weeks available after 90-day probationary period, prorated based on hire date and increases with continued employment)
- 3 Personal Days (Available on your first day and prorated based on hire date)
- Sick Leave (accrues at the rate of 4 hours per pay period for Full-Time and 2 hours per pay period for Part Time)
- 18 Paid Holidays (Including your birthday)
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**+ Key Performance Indicators**

<b>Outcome</b>	<b>Performance Indicator</b>	<b>Measure and Tool</b>	<b>What does Good Look Like?</b>
Ensure we are meeting Health Requirements for both Head Start and DCFS	Maintain up-to-date health requirements and screenings in both the individual child file and entered in the data tracking system.	Client database Health Management Report  Twice Annual File Checks	90% Parent Responsibility 100% Staff Responsibility
Ensure that we are following USDA guidelines	Maintain kitchen and food prep areas in compliance with all IDPH requirements	Health Department Inspection	100% on USDA Inspections
Ensure full enrollment	Activity recruit in assigned area	Recruitment sign-in/signup sheets	Attends 50% of planned recruitment activities.

Jill k kennison \_\_\_\_\_  
Signature of Staff Member

Jill K Kennison 6/30/2023 \_\_\_\_\_  
Date

**Community Action Partnership of Central Illinois Job Description**

Signature of Human Resources Director

Date