



Position: Staff Support Teacher
Supervisor: Manager on Point
Classification: Level II, Non-Exempt

+ Overview

The Staff Support Teacher is responsible for implementation of educational activities as planned by the teacher to ensure compliance with Head Start Performance and DCFS Licensing Standards. The support teacher will act as a substitute in instances with staff absent.

+ Essential Job Functions

- Complete developmentally appropriate experiences in accordance with Illinois Early Learning Standards, Head Start Early Learning Outcomes Framework and DCFS Licensing Standards as planned by the Teacher.
- Interact with children in a developmentally appropriate manner using Conscious Discipline techniques.
- Implement the Creative Curriculum in all aspects of the classroom as planned by the Teacher.
- Complete job responsibilities for the individual for who you are substituting.
- Complete Bus Monitor Responsibilities as assigned.
- Travel to assigned locations within service area.
- Maintain confidentiality of all information regarding children, families, and staff.
- 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.
- Modifications and accommodations must be implemented from documents related to instruction, physical, and/or health related plans, not limited to IEPS and IFSPs
- Perform job duties as per timeline.
- Assist in recruitment of children as specified by Recruitment Process.
- Support families in the School Readiness and the Parent, Family and Community Engagement processes.
- Perform other duties and assist in other service areas.
- 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

- Bachelor's Preferred. Must have at minimum an Associate degree in early childhood education or a related field in accordance with Section 645A(h)(1) of the Head Start Act. DCFS qualifications for Child Care Director is required.
- Successfully complete fingerprint and background check as required by 89 ILL. Adm. Code 385, Background Checks (Section 407.110)
- Must be at least 21 years of age.
- Must successfully complete CPR, First Aid, Food Protection Manager, 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.
- Experience with Microsoft Applications including SharePoint or similar collaboration software application.
- A valid Illinois driver's license, insurance, and reliable transportation.

+ Benefits

- Major Medical Plan. Community Action will pay a percentage of a monthly medical premium.

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

Updated: July 6, 2023

Community Action Partnership of Central Illinois Job Description

- 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)

+ Key Performance Indicators

Outcome	Performance Indicator	Measure and Tool	What does Good Look Like?
Ensure the classroom operates smoothly in the absence of routine classroom staff.	Implement teacher planned activities as Documented on the Lesson Plan.	Satisfaction Survey	80% of customers rate a 4 or 5 on "Support Teacher implements lessons for person they are subbing for."
Ensure full enrollment in assigned area	Activity recruit in assigned area	Recruitment sign in/signup sheets	Attends 50% of planned recruitment activities
Children are treated in a developmentally appropriate manner	Interact with children in a developmentally appropriate manner	Satisfaction Survey	80% of customers rate a 4 or 5 on "Support Teacher interacts developmentally appropriate with children."

Signature of Staff Member

Date

Signature of Human Resources Director

Date