



**Position:** Early Head Start Teacher  
**Supervisor:** Manager on Point  
**Classification:** Level II, Non-Exempt

## + Overview

The teacher is responsible for the day-to-day supervision of all classroom staff and development and implementation of classroom curriculum, instruction, screenings, and assessment. These components ensure compliance with Head Start Outcomes Framework and DCFS Licensing Standards.

## + Essential Job Functions

- Plan developmentally appropriate education experiences in accordance with Illinois Early Learning Standards, Head Start Early Learning Outcomes Framework and DCFS Licensing Standards.
- Interact with children in a developmentally appropriate manner using Conscious Discipline techniques.
- Implement Creative Curriculum with fidelity, which includes instruction, assessment, and screenings
- Utilize the Babydoll Circle Time curriculum as designed.
- Work cooperatively with the co-teacher to develop all lesson plans.
- Conduct required educational, health screenings, assessments, and progress reports as needed
- Complete daily health anecdotal observations and document appropriately.
- Complete two home visits and three parent-teacher conferences with each enrolled family.
- Maintain inventory of classroom supplies and equipment and prepare supply requisitions.
- Initiate and track special education referrals and ensure the special education file is up to date.
- Attend Individual Family Service Plan, Individual Services Plan, Behavior Plan, and other parent conferences for assigned students.
- Modifications and accommodations must be implemented from documents related to instruction, physical, and/or health related plans, not limited to IFSPs
- Prepare meals and snacks and implement family style meal service.
- Manage the classrooms food inventory chart to ensure proper ordering of breakfast and snack items.
- Maintain accurate, confidential, up-to-date children's files.
- Ensure that all classroom visitors interact appropriately with the children.
- 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.
- Maintain confidentiality of all information regarding children, families, and staff.
- 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

- Must have at minimum Child Development Associate Credential and have been trained (or have equivalent coursework) in early childhood development in accordance with Section 645A(h)(1) of the Head Start Act. DCFS qualification for Child Care Director is desired upon hire. Must enroll in an associate degree program to achieve DCFS qualification for Child Care Director if not met at time of hire.

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

- 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.
- Illinois State ID and reliable transportation required. A valid Illinois driver's license and insurance preferred

### + 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)

### + Key Performance Indicators

Outcome	Performance Indicator	Measure and Tool	What does Good Look Like?
Call family about attendance within 1 hour of start time	Document phone calls and/or contacts in attendance notes	Attendance Notes in Database System reviewed quarterly	95% completed within 1 hour
Maintain enrollment pool according to the yearly assigned application goal	Complete applications to ensure goal is met as needed throughout the year	Application Summary Report in client database	33% Completed at First Selection (May 1st) 66% Completed at Second Selection (June 1st) 95% Completed at Third Selection (July 15th)
Collect adequate observation notes on each child for accurate assessment.	Weekly observation notes are collected on each child.	Documentation report in Teaching Strategies reviewed quarterly (Nov, Feb, May, and Aug (EHS only).	1 observation note per child per week

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Human Resources Director

\_\_\_\_\_  
Date

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