



Position: Teacher's Assistant
Supervisor: Teacher
Classification: Level II, non-exempt

+ Overview

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

+ Essential Job Functions

- Assist with planning developmentally appropriate education experiences in accordance with Head Start Outcomes Framework, Illinois Early Learning Standards, and DCFS licensing Standards.
- Interact with children in a developmentally appropriate manner using Conscious Discipline techniques.
- Assist with the implementation of the Creative Curriculum.
- Assist in the preparation of weekly lesson plans under the guidance of the teacher.
- Assist with required educational screenings and assessments as assigned.
- Assist with meals and snacks when assigned.
- Assist with documentation of anecdotal records on children.
- 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
- Attend Individual Education Plan Meetings
- Follow Individual Education Plan goals for children with disabilities.
- Complete progress reports on each child with an Individual Education Plan
- Document and maintain all follow-up referrals based on screening results.
- Plan and implement weekly special needs lesson plans.
- Maintain child special education file and enter required information in the data tracking system.
- 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.
- Support families in the School Readiness and the Parent, Family and Community Engagement processes.
- 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.

+ Education and Experience

- High School Diploma or GED required, must meet DCFS requirement for Early Childhood Assistants (Section 407.100& 407.150). Associates degree with 21 hours in Early Childhood Education preferred. An Associates degree or CDA must be obtained within two years of hire.
- Successfully complete fingerprint and background check as required by 89 ILL. Adm. CODE 385 Background Checks (Section 407.110)
- Must successfully complete CPR, First Aid, Food Handlers 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)

+ Key Performance Indicators

Outcome	Performance Indicator	Measure and Tool	What does Good Look Like?
Meet the individual needs of students who have IEP's	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
Advocate for students that might need more assistance	Initiate referral process and paperwork.	Completed referral to the Managers on Point Document Referral into data tracking system	90% of referrals submitted in a 30-day timeframe
Ensure full enrollment	Actively recruit in assigned area	Recruitment sign-in/signup sheets	Attends 50% of planned recruitment activities.

Signature of Staff Member

Date

Signature of Human Resources Director

Date