



Position: Individual Classroom Aide
Supervisor: Teacher
Classification: Level I, non-exempt

+ Overview

The Individual Classroom Aide provides one-on-one monitoring for an assigned child with special development needs to assure compliance with Head Start Performance Standards and DCFS Licensing Standards. Assist with child's integration into daily classroom routine.

+ Essential Job Functions

- Interact with children in a developmentally appropriate manner using positive discipline techniques.
- Assist with documentation of anecdotal records of child.
- Follow IEP goals for children with disabilities, if needed.
- Complete progress reports on assigned children.
- Maintain effective and positive communication with children, families, staff, volunteers, and professionals in the community.
- Maintain confidentiality of all information regarding children, families, and staff.
- Attend staff meetings, trainings, workshops, and conferences.
- Document at least 20 hours of in-service training annually.
- Assist in recruitment of children.
- Support School Readiness and the Parent, Family and Community Engagement process to ensure participation of children and families, as directed.
- Perform any other duties needed to help drive our vision, fulfill our mission, and abide by our organization's values.

+ Education and Experience

- Must meet DCFS qualifications of Early Childhood Assistant (Section 407.100 & 407.150) High School diploma or equivalent required
- Successfully complete fingerprint and background check as required by 89 Ill. Adm. Code 385, Background Checks (Section 407.110)
- Experience in a day care or pre-school is preferred
- Must successfully complete CPR, First Aid 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.

+ 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 \$10,000 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%)
- Paid Time Off/PTO (6.5 days at time of hire, an additional 6.5 days after the 90-day probationary period, prorated based on hire date and increases with continued employment)

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

Updated: August 8, 2024

Community Action Partnership of Central Illinois Job Description

- 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 Check Excel IEP Tracker Spreadsheet	95% of IEP progress report completed
Children are treated in a developmentally appropriate manner	Interact with children in a developmentally appropriate manner	Bi-annual satisfaction survey (April, Dec)	80% of staff rate 4 or 5 on "Individual Aid interacts developmentally appropriate with children"
Ensure full enrollment	Actively recruit in assigned area	Recruitment sign-in/signup sheets	Participates in 50% of planned recruitment activities.

Signature of Staff Member

Date

Signature of Human Resources Director

Date