

## Community Action Partnership of Central Illinois JOB DESCRIPTION

POSITION: *Staff Support Teacher*

WORKSITE: *Central Office or Assigned Area*

REPORTS TO: *Education Services Assistant*

LEVEL: VI

RESPONSIBLE TO: *Education Services Manager*

STATUS: Non-Exempt

### RESPONSIBILITIES:

The Staff Support Teacher is responsible for the day-to-day supervision of all center and transportation staff and the development and implementation of educational activities to assure compliance with Head Start Performance Standards and DCFS Licensing Standards.

#### A. Program Structure:

1. Complete developmentally appropriate educational experiences in accordance with Illinois Early Learning Standards, Head Start Performance Standards and DCFS Licensing Standards as planned by the Teacher.
2. Interact with children in a developmentally appropriate manner using positive discipline techniques.
3. Implement the Creative Curriculum in all aspects of the classroom as planned by the teacher.
4. Prepare meals and snacks family style in accordance with the Family Style Meals Procedure.
5. Complete job responsibilities for the individual for whom you are substituting.
6. Complete bus monitor responsibilities.

#### B. Other

1. Travel to assigned locations within service area.
2. Participate in a team effort to maintain a clean and orderly classroom and office space.
3. Maintain confidentiality of all information regarding children, families and staff.
4. Perform job duties as per appropriate timeline.
5. Attend all staff meetings, trainings, workshops and conferences.
6. Document at least 15 hours of in-service training annually.
7. Assist in recruitment and enrollment of children.
8. Perform other duties and assist in other service areas as assigned.

### QUALIFICATIONS:

1. Must meet DCFS qualifications for Child Care Director (Section 407.100 & 407.13) and Head Start Performance Standards for Teachers. Bachelor or Associates degree with 18 hours semester hours in early childhood education is preferred.
2. In compliance with the Head Start Act of 2007, individuals without a Bachelors degree must be enrolled, successfully complete coursework, and make steady progress toward the achievement of a Bachelors degree in Early Childhood or related field by 2013.
3. Successfully complete fingerprint and background checks as required by 89 Ill. Adm. Code 385, Background Checks (Section 407.110).
4. Must be at least 21 years of age.
5. Must successfully complete CPR, First Aid, and any other certification deemed necessary for the operation of the site.
6. Must be physically able to lift 50 pounds and assist children as needed.
7. Ability to work without close supervision.
8. Valid Illinois Drivers License, dependable vehicle and proof of insurance.

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

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Staff Support Teacher

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Date