

## Community Action Partnership of Central Illinois JOB DESCRIPTION

POSITION: *Individual Classroom Aide*  
REPORTS TO: Manager on Point  
STATUS: Seasonal/Non-Exempt

WORKSITE: *Assigned Site*  
CLASSIFICATION: III  
Wage Range: \$8.25/hour to \$12.38/hour  
Annualized Wage: \$11,880-\$17,828

### RESPONSIBILITIES:

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.

1. Interact with children in a developmentally appropriate manner using positive discipline techniques.
2. Assist with documentation of anecdotal records of child.
3. Follow IEP goals for children with disabilities.
4. Complete progress reports on assigned child.
5. Maintain effective and positive communication with children, families, staff, volunteers and professionals in the community
6. Maintain confidentiality of all information regarding children, families and staff.
7. Attend staff meetings, trainings, workshops and conferences.
8. Document at least 15 hours of in-service training annually.
9. Assist in recruitment of children.
10. Support School Readiness and the Parent, Family and Community Engagement process to ensure participation of children and families, as directed.
11. Perform other duties and assist in other service areas or at other sites as assigned.

### QUALIFICATIONS:

1. Must meet DCFS qualifications of Early Childhood Assistant (Section 407.100 & 407.150)  
High School diploma or equivalent
2. Successfully complete fingerprint and background check as required by 89 Ill .Adm. Code 385, Background Checks (Section 407.110)
3. Experience in a day care or pre-school is preferred
4. Must successfully complete CPR, First Aid and any other certification deemed necessary for the operation of the site.
5. Must be physically able to lift 50 pounds and assist children as needed.
6. 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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Individual Classroom Aide

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Date