

Community Action Partnership of Central Illinois JOB DESCRIPTION

POSITION: Classroom Assistant
Reports to: Manager on Point

WORKSITE: Assigned Site
Classification: III (Non-Exempt)
Wage Range: \$8.25/hour-\$12.38/hour
Annualized (9 month): \$11,880- \$17,827

SUMMARY OBJECTIVE:

The Classroom Assistant is responsible for assisting in the classroom in all areas designated by the teacher. Complete all required tasks and paperwork, accurately and on time.

RESPONSIBILITIES:

A. Health/Nutrition:

1. Assist in the preparation of meals and snacks family style, in accordance with Family Style Meal Service Head Start standards
2. Assist with the documentation of anecdotal records on children
3. Assist with required health and educational screenings and assessments
4. Monitor children's health requirements in accordance with Health/Dental Care Services Policy and Early Periodic, Screening, Diagnosis and Treatment Guidelines
5. Maintain all child health files and enter all health requirements in the child tracking system
5. Assist with inventory management pertaining to the food and food service items maintained at the Center

B. Program Structure:

1. Interact with children in a developmentally appropriate manner using positive discipline techniques
2. Plan and implement weekly lessons in health and nutrition and monthly cooking experiences with approval
3. Assist in the classroom under the guidance of the teacher
4. Complete bus monitor responsibilities

C. Other:

1. Maintain confidentiality of all information regarding children, families and staff
2. Attend and assist in parent involvement activities, as scheduled
3. Assist in recruitment of children as directed by the Manager on Point for the Site
4. Support School Readiness and the Parent Family Community Engagement process to ensure children and family participation as directed
5. Perform other duties and assist in other service areas, as assigned
6. Attend all staff meetings, trainings, workshops and conferences in accordance with Head Start Performance Standards
7. Document at least 15 hours of in-service training annually in accordance with DCFS Licensing Standards
8. Perform job duties as per timeline

KEY COMPETENCIES:

1. Excellent written and oral communication skills
2. High degree of professionalism
3. Collaboration and Problem-Solving Skills
4. Ability to read, analyze, interpret and apply Program standards
5. Excellent organizational and time management skills
6. Resourceful and able to obtain information regarding agency and community resources
7. Excellent interpersonal skills
8. Technical Capacity

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QUALIFICATIONS:

1. Must meet DCFS requirement for Early Childhood Assistants (Section 407.100 & 407.150). CDA preferred.
2. Successfully complete fingerprint and background check as required by 89 Ill. Adm. Code 385, Background Checks (Section 407.110)
3. High School diploma or equivalency certificate (GED), some college hours in early childhood education and/or experience in a preschool or daycare preferred.
4. Must successfully complete a Food Service Sanitation Managers Certification, 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 Driver's License, dependable vehicle and proof of insurance.

Key Performance Indicators:

Key Performance Indicator	Measure	What does Good Look Like?
Maintain up to date health requirements and screenings in both the individual child file and ChildPlus.	ChildPlus Health Management Report 3001 Twice Annual File Checks	95% Parent Responsibility 100% Staff Responsibility
Maintain kitchen and food prep areas in compliance with all IDPH requirements.	Health Department Inspection	100% on Inspections
Active participant in recruitment activities.	Recruitment Event Summary Sheet	Participation in 50% of planned recruitment events.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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

Employee Signature

Date