

Community Action Partnership of Central Illinois JOB DESCRIPTION

POSITION: Staff Support Teacher
REPORTS TO: Manager on Point

WORKSITE: Assigned Site
CLASSIFICATION: VII
Wage Range: \$12.73/hour to \$18.56/hour

SUMMARY OBJECTIVE:

The Staff Support Teacher is responsible for implementation of educational activities as planned by the teacher to insure compliance with Head Start Performance and DCFS Licensing Standards. The support teacher will act as a substitute in instances with staff absent.

RESPONSIBILITIES:

A. Program Structure:

1. Complete Developmentally appropriate 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. Complete job responsibilities for the individual for who you are substituting.
5. Complete Bus Monitor Responsibilities as assigned.

B. Other:

1. Travel to assigned locations within service area.
2. Maintain confidentiality of all information regarding children, families and staff.
3. Attend all staff meetings, trainings, workshops and conferences in accordance with Head Start Performance Standards.
4. Document at least 15 hours of in-service training annually in accordance with DCFS Licensing Standards.
5. Perform job duties as per timeline.
6. Assist in recruitment of children as specified by Recruitment Process.
7. Support School Readiness and the Parent, Family and Community Engagement process to ensure participation of children and families, as directed
9. Perform other duties and assist in other service areas.

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

QUALIFICATIONS:

1. Must meet the DCFS qualifications for Child Care Director and Head Start Performance Standards for Teachers. Bachelor or Associates Degree with 21 semester hours in early childhood education is required.
2. Successfully complete fingerprint and background check as required by 89 ILL. Adm. Code 385, Background Checks (Section 407.110)

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3. Must be at least 21 years of age.
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. Experience with Microsoft Applications including SharePoint or similar collaboration software application
7. A valid Illinois driver's license, insurance and reliable transportation.

Key Performance Indicators:

Key Performance Indicator	Measure	What does Good Look Like?
Implement Teacher Planned Activities as Documented on the Lesson Plan.	Quality Assurance phone calls with present staff	80% of lesson is completed as planned
Activity recruit in assigned area	Recruitment sign in/signup sheets	Attends 50% of planned recruitment activities
Interact with children in a developmentally appropriate manner	Classroom Observations	100% of interactions are developmentally appropriate

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