

Job Description

CENTER-BASED TEACHER'S AIDE

PACT for West Central Illinois

ESSENTIAL FUNCTIONS

1. Assists the Center-Based Teacher in conducting classroom activities when children are present.
2. Assists, as assigned, in non-classroom activities, including but not limited to, screenings, attendance monitoring, communication with parents, room preparation and clean up, and completion of records and reports. Maintains confidentiality of family and program records and information.
3. Reports maintenance needs of the center-based classroom, playground, and office sites to management staff.
4. Acts as bus monitor when child/adult ratio indicates.
5. Provides for meal management according to all applicable rules and regulations.
6. Facilitates the development of responsibility and self-regulation in children.
7. Assumes responsibility for the familiarity of and compliance with all Head Start Performance Standards, Work Plans, and Standard Operating Procedures. Attends specified staff meetings and training activities.
8. Prepares and submits records, including but not limited to, time and mileage.
9. To the extent able, performs such other duties and responsibilities as assigned by the Education Coordinator, or as may be required, under applicable Agency programs, contracts, or grants.
10. Ensures the health and safety of children during all program activities. Supports the agency's mission and philosophy.

Nothing herein shall be construed as limiting the authority of the Director or the Education Coordinator from assigning such other functions and responsibilities as are necessary to establish and maintain program efficiency and effectiveness.

QUALIFICATIONS

Requires education equivalent to the completion of the 12th grade, be 19 years of age or older, and meets one of two minimum requirements:

- A) Enrolled in a program leading to an associate or baccalaureate degree; or
- B) Completion of the credentialing program of the CDA National Credential Award System with a current credential as a Child Development Associate (CDA), or be enrolled in the

CDA process with completion within 2 years of hire.
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Requires ability and willingness to follow and comply with written and verbal directions, assignments and instructions from appropriate Supervisory staff.

Requires oral and written communication and mathematical skills sufficient to complete program records and reports, understand written program materials, and communicate with preschool children, their families, staff and the agency effectively.

Requires effective organizational and time management skills in order to complete program records, prepare required reports, arrange scheduling of clients, and submit required program materials according to agency timelines.

Requires reliable transportation to and from the work site, and for program activities. Keeps a current automobile insurance card on file.

Requires the ability to meet all DCFS licensing requirements for employees including the skill and competence necessary to contribute to each child's physical, intellectual, personal, emotional, and social development, the ability to pass a medical examination certifying freedom from communicable disease upon offer of employment, and authorization for background and fingerprint check.

Requires the ability to lift and carry program materials and supplies, up to 30 lbs, or assess the lift load in order to ask for necessary assistance.

Requires the ability to stoop, crawl, kneel, and bend in order to speak to children at the child's eye level, to play with children and to pick up toys and equipment from the floor. Lifts, carries and holds children up to 55 lbs. Assists children with physical, behavioral and emotional needs.

Requires visual and auditory ability in order to ensure the safety of children at all times in the classroom, on the playground and on field trips.

Requires the ability to work well with young children using developmentally appropriate practices in the classroom, on the bus, and on field trips.

Requires the willingness/ability to learn new skills through workshops, conferences, and resources in order to enhance job development skills.

REPORTS TO: Teacher and Site Supervisor

EMPLOYED: 20 - 40 hours per week, 35-52 weeks per year

SALARY: _____

OVERTIME STATUS: Non-exempt