

**Northwestern Illinois Community Action Agency Head Start
is looking to hire
Energetic Pre-School Classroom Assistants!!**

**MUST be interested in a career working with children!
We are looking for caring, energetic, dependable, reliable people!**

Applicants must be at least 19 years of age and have a high school diploma or GED. Must enjoy working with 3-5 year old children. Be willing to go to school (physically or online) to further their education in Early Childhood. A background check and physical prior to starting work will be required.

*** We will train the right people.***

Interested applicants may complete the NICAA Head Start employment application located on the Employment Tab at nicaa.org and return with a resume to NICAA Head Start – Attention Sarah, 511 S. Liberty, Freeport, IL 61032. Applications are also available Monday – Thursday from 8:00a.m. to 4:00p.m. at the NICAA Head Start office located at 511 S. Liberty, Freeport, Illinois.

For more information, please call 815-235-3740.

NICAA is an equal opportunity employer.

JOB DESCRIPTION

Position: Head Start Teacher Assistant/Family Service Worker

Responsible to: Education Manager / Classroom Teacher

Full Time

(developed 6/97; rev. 8/03; rev. 7/06; 6/10; 7/12, ud-sl,6/19)

The teacher assistant is responsible to work and follow the rules in accordance with the mission statement, goals and policies of NICAA Head Start, the policies of the Head Start Performance Standards and DCFS. The Teacher Assistant is responsible of aiding and contributing in creating a developmentally appropriate, safe classroom environment while providing activities using the Teaching Strategies and the curriculum supplement materials as a classroom guideline. They will assist in developing lesson plans according to the children's interests and plan and carry out developmentally appropriate activities on a daily basis for large and small groups and individual students. They are responsible for the assisting the Lead Teacher in maintaining communication with staff and parents, and contributing to the effective operation of the overall child care center program. They are responsible for doing on-going observations and assessments on each child. They are required assist in maintaining a well-organized, clean, clutter free child oriented classroom and to remain professional at all times. It is preferred that teacher assistant have a means of transportation and a valid driver's license.

Qualifications

1. Section 407.10 DCFS Licensing Standards
2. National Head Start teacher qualification mandates:
 - (A) A Child Development Associate (CDA) credential that is appropriate to the age of the children being served in child-based centers.
 - (B) A state-awarded certificate for preschool teachers that meets or exceeds the requirements for a CDA.
 - (C) An associate, bachelor, or advanced degree in early childhood education; or working on said degree,
 - (D) A degree in a field related to early childhood education with experience teaching preschool children and a state-awarded certificate to teach in a preschool program.

Assist the lead teacher in the following,

- Plan and conduct an effective child development program to meet the physical, social, emotional, and intellectual needs of each child-based on the goals and curriculum plan of the Head Start program.
- Adapt the curriculum to address and meet the individual goals for children as identified in an IEP, by staff observation, by other agency recommendations or parent concerns
- Ensure that childcare routines are carried out in a manner that is prompt, hygienic, and consistent with good child development principles, including routines related to bathroom time, hand washing, teeth brushing, eating, resting, and timely transitions between activities.

- Ensure the safety of children through constant supervision, effective arrangement of classroom furniture, proper maintenance of equipment and regular practice of fire drills and other emergency procedures
- Read and are familiar with all DCFS Licensing Standards, Head Start Performance Standards and NICAA and NICAA Head Start policies and operate the classroom in complete compliance with the standards and policies.
- Report any staff that is not complying with the rules and policies of the program by following the chain of command.
- Report ALL classroom issues that affect the effective running of the classroom by following the chain of command.
- Participate in weekly team meetings amongst the entire classroom staff.
- Be able to respond appropriately to crisis or emergency situation that may occur.
- Create a positive climate, inviting classroom atmosphere in which children feel comfortable and secure.
- Provide experiences involving thinking skills such as generalizing, classifying, sorting, and problem solving as well as providing opportunities for scaffolding for those children who need it.
- Provide positive guidance to help children develop the ability to be self-disciplined.
- Provide a variety of opportunities to help children develop and understand appropriate relationships with others.
- Ensure that parents receive all information pertaining to their child's experiences at the center through daily contacts and regularly scheduled home visits.
- Maintain written records designed to evaluate each individual child as well as the whole class.
- Contribute to the operation of the center by participating in all staff meetings and sharing information gained through attendance at workshops and professional trainings.
- Work as a member of a team to ensure continuity of curriculum and a high standard of quality in all Head Start classrooms.
- Participate in enrollment efforts of the program
- Maintain good attendance. Report to the center by the assigned work time and stay on-site until assigned work time is over. Any deviations in time worked must be reported to the supervisor for prior approval.
- Complete all classroom forms and records (i.e. attendance, meal counts, referrals, etc.) and submit to appropriate person being mindful of deadline dates.
- Happily greet children upon their arrival. Conduct health checks and attend to the physical and developmental needs of the children.
- Maintain a good relationship with the parents
- Be available and participate in all classroom fieldtrips for both classes.
- Ensure the cleanliness of the classrooms at the end of a class and the beginning of another class. Assist in cleaning the classroom and other areas. Ensure that the classroom staff are cleaning throughout the day as needed

- Transport needed supplies from storage areas.
- Conduct discussions of children's needs and progress with the assistant and parents, mindful of the confidential nature of the information.
- Guide children in developing manners and healthy eating habits while modeling, eating and talking with the children during eating periods.
- Support and promote the philosophy of the Head Start program.
- Communicate positively with transportation staff regarding a child's absence, behavior, or anything that is relative to that child's overall wellbeing.
- Conduct observations and assessments on children throughout the school year.
- Work in other classrooms as needed.
- All other duties as assigned.

Parent Involvement Duties:

1. Assist the lead teacher in the following,
 - Making sure the children's tote bags are checked daily upon arrival. Turn in returned forms to the appropriate staff as needed.
 - Send home information re: parent training, meetings, workshops, transportation, and field trips in children's tote bags when necessary.
 - Assist with childcare during parent training and/or meetings if able.
 - Encourage parent involvement in classrooms.
 - At all times, WELCOME parents into the Head Start classroom.
 - Encourage parents to enroll the siblings of the child already enrolled.
 - All other duties as assigned.

Social Service Duties:

1. Assist the lead teacher in the following
 - Make referrals to the Social Service Manager re: child's unexcused absences, irregular attendance, and/or consistent tardiness.
 - Make referrals regarding needs expressed by the family (clothing, food, housing, utilities, etc.)
 - Make referrals regarding needs observed, not directly expressed by the family.
 - Document, complete and return social service component forms (referral forms, family needs assessment, etc.) in a timely manner.
 - Encourage other families to enroll their child in Head Start by word of mouth and giving out the enrollment cards to families that may be interested or families that appear to have children that would be age eligible for our program
 - All other duties as assigned.

Family Service Worker

1. Assist the Lead teacher in the following
 - Establish and maintain ongoing partnerships based on trust with families.
 - Encourage and develop, in partnership with families, an individualized family plan (Family Partnership Agreement) that is based on the family's strengths. Provide resources and supports as necessary for families to achieve their goals.
 - Follow up with family on progress toward meeting their goals and any needed revisions to the Family Partnership Agreement.
 - Support families in assisting them to access community services.
 - Be knowledgeable about and sensitive to each family's values, beliefs, traditions, lifestyle, makeup, and circumstances.
 - Make regular home visits/parent contacts during the month.
 - Maintain a positive and caring attitude in supporting all families.
 - Staffing's with Social Service and Parent Involvement managers on a weekly/bi-weekly basis.
 - Encourage other families to enroll their child in Head Start by word of mouth and giving out the enrollment cards to families that may be interested or families that appear to have children that would be age eligible for our program
 - Engage parents in volunteering in the classroom and attending family night and other activities.
 - Complete and submit required forms and documentation of all parent contacts in a timely manner.
 - All other duties as assigned.

