



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position: Teacher Aide
Reports To: Site Manager
FLSA Status: Non-Exempt

Position Purpose:

The Teacher aide position assists the classroom teacher(s) with providing a developmentally appropriate educational program to meet the individual needs of each child, and promote good communication between the Head Start program, parents, and the community.

Specific Duties and Responsibilities:

- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Assist classroom teacher(s) in implementation of a developmentally appropriate educational program that is inclusive of all children.
- Assist classroom teacher(s) in implementation of program policies and procedures.
- Assist classroom teacher(s) in maintaining accurate and complete records.
- Provide supervision of children on buses to and from the program
- Work in partnership with the classroom team, program staff, and families, modeling respectful ways of interacting and maintaining confidentiality.
- Assist classroom teacher(s) in maintaining a safe and healthy learning environment that fosters the social, emotional, cognitive, and physical development of each child.
- Use appropriate child guidance techniques and language.



Early Childhood Education Program

1776 E. Washington St. Urbana, IL 61802
P 217.328.3313 F 217.328.2426
TTY 217.384.3862 CCRPC.ORG



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- Participate in professional development activities, including program improvement committees.
- Use available technology to increase efficiency, maintain accurate up to date records and accurate up to date reports.
- Assist with recruitment activities as assigned.
- Perform other related duties as assigned.

Required Knowledge:

- Must provide proof of a high school diploma or equivalency certificate (GED).
- Proof of Child Development Associate (CDA) credential or degree in early childhood education/development is preferred.
- Unless already possessing a CDA or degree, within three months of hire, the new employee must begin the process to obtain a CDA credential within 15 months of employment start date or be enrolled in a program leading to an associate or baccalaureate degree program and making reasonable progress each semester.
- Experience working in an early childhood setting preferred.
- Experience working with diverse populations preferred.
- Respect for the principles of Equal Employment Opportunity and Americans with Disabilities Act.
- Must meet all requirements of Illinois Department of Children and Family Services.

Essential Functions:

For any program option and/or event, the ability to:

- align with the vision, mission, and values of the organization
- maintain child, family, staff, and program confidentiality
- relate well to children, parents, staff and the community
- effectively engage participating children and/or families
- assist with educational activities and observations
- travel to homes, meetings, training, service delivery, and other work sites



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- provide necessary emergency response to children, families and/or staff
- participate outside in various weather temperatures
- work weekends and evenings as needed
- travel to meetings, trainings and other sites
- stand 80% of the work week
- sit at a table or on the floor 20% of work week
- lift and carry a child up to 50 pounds
- ride a school bus
- build relationships with children and families
- make decisions based on developmentally appropriate practices and trauma informed care
- implement and practice the program's developmental curriculum and classroom management methods with fidelity
- solve and analyze problems
- self-reflect on performance and services
- manage time to meet deadlines, work duties, and work schedule
- utilize a computer and data programs to meet program requirements
- ability to take direction from teachers within the classroom
- ability to work as a team with other teachers within your classroom and/or site

Work Environment:

- Working with children is physically and emotionally demanding work, requiring patience and energy. Most likely experience children with challenging behaviors, which may include physical and verbal aggression, daily.
- Primarily climate controlled with minimal safety/health hazard potential
- Sitting on the floor with the children
- Occasional bending, squatting, pushing, pulling, lifting, carrying and/or moving up to 50 pounds
- Noise level ranges from quiet with minimal sound distractions from conversation, doors opening and closing to loud classroom environment



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- Outdoor play in various weather temperatures
- Near-vision use for reading and computer work

Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Approved by Policy Council: March 25, 2019

Signature of Employee

Date



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