

Employee Posting Opportunity

Date of Posting:

Position Title: On-Call Substitute Teacher Assistant I, II or III

Location: Central Office

General Work Schedule: As Needed

Position Reports To: Center Supervisor

Position Supervises: N/A

Education/Credentials/Experience:

Teacher Assistant I: At a minimum, enroll in a CDA credential program for preschool aged children to be completed within 2 years of the time of hire or are enrolled in a program that will lead to an associate or baccalaureate degree in early childhood education or related field. Must be 19 years of age. One-year applicable experience preferred. Will to be able to provide their own transportation to and from work and throughout the day.

Teacher Assistant II: An Associate's degree in early childhood education or related field or preschool CDA required. Must be 19 years of age. One-year of applicable experience preferred. Will to be able to provide their own transportation to and from work and throughout the day.

Teacher Assistant III: A Bachelor's degree in early childhood education, early childhood special education or related field is required. Must be 19 years of age. One-year of applicable experience preferred. Will to be able to provide their own transportation to and from work and throughout the day.

Teacher Assistants will be required to obtain a certification from INCCRRA based on their education.

Teacher Assistants must meet ISBE requirements, at a minimum, for a Paraprofessional Educator and either currently possess or obtain and maintain this required licensure.

This position works collaboratively with the teacher and cohesively as a member of their assigned center. Responsibilities include supporting the teacher to foster active learning in the classroom indoors and outdoors using approved curriculums and assessment tools to fidelity to promote positive outcomes; collaborating with Family Advocates to build communication between home and school; collaborating with Health Advocates to support health/ dental positive outcomes; collaborating with Education/Disabilities Coordinator and Mental Health Manager to support appropriate individual child development positive outcomes and participation in all aspects of the center to support recruitment, enrollment and attendance.

Competencies and Performance Outcomes:

Relating Skills, Personal Flexibility, Diverse Relationships, Strategic Skills, Communication, Problem Solving, Creativity and Critical Thinking

Pay Ranges (minimum to midpoint):

Teacher Assistant I: \$16.89 – \$18.31 Per Hour

Teacher Assistant II: \$18.65 – \$20.72 Per Hour

Teacher Assistant III: \$22.56 – \$26.54 Per Hour

Benefits: Available to full-time employees working 30 hours or more week

- Health insurance
- Dental insurance
- Vision Insurance
- Life Insurance
- 401(k) (Eligibility is after one year of employment)
- 401(k) contributions by Agency
- Employee assistance program
- Flexible spending account
- Additional life insurance
- Health reimbursement account (deductible assistance)
- Long-term disability
- Paid time off for Full-time and Part-time employees (Vacation, Sick and Personal)
- Holidays
- Professional development assistance
- Referral program
- Tuition assistance
- Mileage reimbursement
- Group Voluntary Accident, Critical Illness, Hospital Indemnity
- Employee eligibility begins the first of the month following 60 days of employment

For more information, contact: Natasha Moore – HR Assistant/Recruiter at 618-463-8909

Instructions:

1. Read the requirements and summary of duties and responsibilities thoroughly. Ensure that your education, credentials and experience qualify you for the position.

2. In addition to the position's educational, credential and experiential requirements, it is preferred that you have been in your current position for at least three months and not be on progressive discipline.
3. If you meet the requirements for the position, you will need to complete an internal application form and forward that document along with your current resume to the HR Assistant/Recruiter.
4. If your internal application and resume are received after the end date of the posting, you will be screened along with any external applicants we have received.
5. We request that you inform your current Supervisor of your intent to apply for another position.