



**Position Title:** Teacher Assistant I, II & III

**Grade:** Teacher Assistant I – NE3 Teacher Assistant II – NE5 Teacher Assistant III – NE9

**Reports to:** Center Supervisor

**Agency Mission:** To empower children and families in Madison County, Illinois to develop positive skills to meet life's challenges.

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.

**SKILL BASED COMPETENCIES AND PERFORMANCE OUTCOMES:**

**Relating Skills:** Relates well to all kinds of people- up, down, and sideways, inside and outside of the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high- tension situations comfortably.

**Personal Flexibility:** Knows personal strengths, weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to criticism; isn't defensive; is receptive to talking about shortcomings; looks forward to balanced (+’s and – ’s) performance reviews and career discussions.

**Diverse Relationships:** Is dedicated to meeting the expectations and requirements of staff and families; gets first-hand information and uses it for improvements in services; acts with families in mind; establishes and maintains effective relationships with families and gains their trust and respect.

**Strategic Skills:** Has the functional and technical knowledge and skills to do the job at high level of accomplishment.

**Communication:** Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.

## **FUNCTIONAL COMPETENCIES:**

**Problem Solving:** Uses logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

**Creativity:** Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.

**Critical Thinking:** Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyzes both success and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure of anything.

## **EDUCATION AND/OR EXPERIENCE:**

**Teacher Assistant I:** CDA (Child Development Associate) credential or Associates Degree in Early Childhood Education or related degree must be obtained within 2 years. Must be 19 years of age. One year applicable experience required. Will to be able to provide their own transportation to and from work and throughout the day.

**Teacher Assistant II:** An Associates degree in child development, early childhood education or early childhood special education or CDA required. Must be 19 years of age. One year of applicable experience preferred. Valid driver's license and reliable means of transportation preferred.

**Teacher Assistant III:** A Bachelor's degree in child development, early childhood education or early childhood special education required. Must be 19 years of age. One year of applicable experience preferred. Valid driver's license and reliable means of transportation preferred.

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.

## **WORK ENVIRONMENT:**

Work is performed in a setting with moderate safety issues. Some travel to outside meetings, trainings, conference, Agency sites, etc. This position requires sitting, standing, bending and moderate lifting.

**ACKNOWLEDGEMENT:**

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by their direct Supervisor. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

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Employee's Signature

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Supervisor's Signature

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Date

\_\_\_\_\_  
Date

Rev. 10/18