Employee Posting Opportunity

Date of Posting: October 27, 2026

Position Title: Teacher Assistant I, II or III

Location: Essic Robinson

General Work Schedule: Mon - Fri Days, 9 Months (Approximately August to Mid May)

Position Reports To: Lead Education Advocate

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 within 2 years of hire. Must possess at least 60 hours of college credits in any area of study or already possess or be able to obtain pre-hire their Illinois State Board of Education Paraprofessional License. Must be 19 years of age. One-year applicable experience preferred. Will need 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 possess at least 60 hours of college credits in any area of study or already possess or be able to obtain pre-hire their Illinois State Board of Education Paraprofessional License. Must be 19 years of age. One-year of applicable experience preferred. Will need 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 possess or obtain during their first week of employment their Illinois State Board of Education Paraprofessional License. Must be 19 years of age. One-year of applicable experience preferred. Will need 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 currently possess the license or obtain prior to hire.

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:

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:

Support Diversity: Works cohesively with all kinds and classes of people equitably, deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes, supports equal and fair treatment and opportunity for all.

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.

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