

12. Assume an equal share of routine classroom housekeeping responsibilities.
13. Assist with maintaining program records, including, but not limited to, classroom attendance, meal counts, child assessments, accident reports, and anecdotal notes.
14. Other duties as assigned.

Follows procedures as required by licensing and funding agencies (including but not limited to Illinois DCFS Licensing Standards, City of Chicago Health Requirements for Day Care Centers, Head Start Performance Standards, Chicago Public School requirements, Carole Robertson Center for Learning Policies and Procedures and quality standards as defined by the National Association for the Education of Young Children)

QUALIFICATIONS

EDUCATION (Head Start):

Applicant for the position of Teacher Assistant shall possess a current CDA in either Infant Toddler or Early Childhood Development, determined by group or age assigned.

EDUCATION (CPS):

Applicants for the position of Teacher Assistant must have a minimum of 60 college credits, with a minimum of 15 credits in Early Childhood Education/Child Development.

PHYSICAL DEMAND

The physical demands described here are representative of those that must be met by an employee to successfully perform.

- Requires frequent sitting, standing, bending, or stooping for prolonged periods.
- Requires lifting up to 25 lbs.
- Requires physical agility to attend to the physical needs and activity levels of children.

PROFESSIONAL EXPERIENCE

- Demonstrated oral and written communication skills.
- Must have experience in applied skills in music theory, performance, and/or education.
- Must participate in the planning of and implementation of music and arts related program, special events.
- Ability to appropriately represent the agency to external partners, collaborators, funders, and volunteers.
- Bilingual (Spanish) proficiency as indicated for program needs.