



## **Classroom Facilitator (Educational Facilitator)**

Department: Child & Family Services  
Location: Bloomington  
Employment Status: FT, FY  
Posting Date: September 25, 2017  
Posting Expiration Date: Until Filled

---

---

### **Purpose of Position:**

The Classroom Facilitator assists the teaching teams and cooperates in a supportive role carrying out developmentally appropriate activities. This position also assists the Education Manager in scheduling and classroom coverage, such as teacher pull-outs, lunch breaks, and absences. The Classroom Facilitator also promotes the health, nutrition and education of the children and attends to their safety and welfare.

### **Qualifications and Job Requirements:**

- Associate's degree in Early Childhood Education or related degree with 21 credit hours of educational coursework related directly to child care and/or child development from birth to age 6, with a minimum of 6 semester hours focusing on the exceptional child.
- Must obtain Illinois Gateways Infant/Toddler Credential within 18 months of hire.
- Must successfully complete Illinois Food Handler's card within 30 days of hire and maintain every 3 years.
- Must successfully obtain CPR and First Aid certification within 11 months of hire and maintain current certifications.
- Must pass a DCFS background check.
- Valid Illinois driver's license, automobile insurance, and reliable vehicle transportation.

### **How to Apply:**

Interested candidates will submit:

- Cover letter
- Resume
- Three written letters of recommendation
- High school diploma or GED certificate

**To:** Human Resources  
206 Stillwell Street  
Bloomington, IL 61701  
Email: [jobs@heartlandheadstart.org](mailto:jobs@heartlandheadstart.org)