

YUOK TRIBE-JOB DESCRIPTION
Head Start Yurok Language Aide

Job Title:	Language Aide				
Job Grade	4	FLSA Status:	Non-Exempt	Location:	All Locations (travelling staff)
Department:	Education-Head Start/Child Care		Division:	NER-GERY 'Oohl', Helping Yurok People - Health & Human Services	
Reports To:	Education/Language Coordinator				
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE					
Salary Range:	\$18.83-\$24.55				

POSITION SUMMARY:

This position is under the supervision of the Head Start Manager. The Language Aide is responsible for familiarizing all students and staff with the Yurok Language and culture through weekly site visits at each site, teacher meetings, demonstrations, and resources. In addition, the Aide will work with staff towards the implementation of the Yurok Language Pre-school Framework in accordance with the Head Start/ Early Head Start /Child Care Programs' Performance Standards. The Aide is responsible for assisting in the development of Yurok Language immersion setting, and will document all services provided to the sites, staff, and families.

The Aide will work closely with the Yurok Language Department in learning and implementing the job duties.

DUTIES AND RESPONSIBILITIES:

1. Implement the Yurok Language pre-school framework in the Early Education Program.
2. Display use of Yurok language regularly in the correct contexts.
3. Assist teaching staff in developing a Yurok language immersion setting.
4. Utilize Yurok tribal traditions, practices, and resources to provide a culturally relevant program.
5. Collaborate with the Yurok Language Department in trainings, lesson plans and other resources.
6. Implement Yurok language on a daily basis that coincides with the classroom curriculum and/or needs.
7. Work with the Parent, Teachers, Family Service Coordinators and Site to provide an integrated Yurok Language Early Education Program to children and families that includes all Early Education components from a culturally appropriate perspective.
8. Attend parent meetings and provide Yurok language lesson plans and activities to parents so that Yurok language will be reinforced in the home.
9. Create a warm, accepting, and developmentally appropriate environment, which encourages the cognitive, physical, emotional, and social development of the child and family.
10. Uphold confidentiality of child and family information in accordance with the confidentiality policy.
11. Under the direction of the bus driver will assist with the children as a bus monitor.

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SUPERVISORY RESPONSIBILITIES:

No supervisory responsibilities.

MINIMUM QUALIFICATIONS:

1. Ability to follow the Yurok language pre-school framework in accordance with the Head Start / Early Head Start Performance Standards
2. Ability to speak Yurok Language in the correct contexts
3. Knowledge of early childhood development
4. Ability to relate well to other staff members, parents, and community members.
5. Knowledgeable about Yurok Tribe culture.
6. Experience in computer word processing.
7. Experience in developing early childhood curriculum.
8. Possess effective interpersonal skills.
9. Possess well-developed verbal and written communication skills and abilities.
10. Must be able to merge into a class of 15 children without being disruptive.
11. Must obtain a Yurok Language credential within two years of hire.

EDUCATION/EXPERIENCE:

- Experience working with children ages 0-5 years old and their families.
- Experience with the Yurok Language and Culture and the ability to teach children and adults about Yurok Language and Culture.
- Completion of the Yurok Language credential within two years of hire. Must make continual progress towards this certification over the two years, as defined by the Language Program Manager.

Equivalent combinations of education and experience are qualifying for this position.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Free Workplace Policy including pre-employment screening.
2. All applicants will acknowledge and abide by all Yurok Tribe personnel and other policies and procedures.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
4. Must provide documentation of a pre-employment and annual health-screening showing that the employee is free of communicable diseases and is physically capable of doing the job.
5. Must provide pre-employment and annual documentation of a negative TB test or chest x-ray.
6. Must provide (within thirty days) documentation of immunization or immunity for all currently recommended childhood immunizations. If an employee is missing

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required immunizations the must be completed within six months of hire.

7. Must provide (within thirty days) documentation of receiving Hepatitis B vaccine. The entire series of Hepatitis B immunizations must be completed within six months of hire.
8. Must provide (within thirty days) documentation of enrollment in a course of current certification in Infant & Child, Pediatric, Community, or Universal First Aid and CPR. Must provide First Aid and CPR certificates within three months of hire. Must maintain valid First Aid and CPR cards during duration of employment.
9. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630; 25 CODE of FEDERAL REGULATIONS PART 63 - INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES. BACKGROUND CHECK MUST BE COMPLETED PRIOR TO THE START OF WORK.
10. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
11. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
12. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.
13. VISION REQUIREMENTS:
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
 - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

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I, _____ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee ID

Supervisor Signature

Date
