

**YUOK TRIBE JOB DESCRIPTION**  
**Teacher Aide – Child Care**

Job Title:	<b>Teacher Aide</b>				
Job Grade	<b>3/4</b>	FLSA Status:	<b>Non-Exempt</b>	Location:	<b>Eureka</b>
Department:	<b>Education-Child Care</b>		Division:	<b>NER-GERY 'Oohl', Helping Yurok People - Health &amp; Human Services</b>	
Reports To:	<b>Teacher</b>				
<b>ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE</b>					
Salary Range:	<b>\$17.04-\$22.24/\$17.83-\$23.25</b>				

**POSITION SUMMARY:**

Under the general supervision of the Teacher, the Teacher Aide is responsible for assisting with the supervision of all children, assisting in developing and implementing classroom activities, cooperatively working with and supporting other classroom staff and parent volunteers, and assisting with the general maintenance of program facilities to ensure the health and safety of the children in the program. Will Follow Yurok Tribe Personnel and other Policies, applicable State and Federal regulations and standards, Community Care Licensing Regulations Title XXII, and Head Start, Early Head Start and Child Care mission, goals, and policies.

**DUTIES AND RESPONSIBILITIES:**

1. Gain a working knowledge of Child Care Development Fund goals and be able to explain them to others.
2. Gain a working knowledge of Community Care Licensing, Title 22 regulations and be able to explain them to others.
3. Create a warm and accepting environment, which encourages independence and self-esteem for each child and parent.
4. Approach each child, parent and staff member with respect, being sensitive to each individual's rights, strengths, needs and cultural/socio economic background.
5. Assist teacher in planning and implementing developmentally appropriate classroom activities utilizing Yurok tribal traditions, practices, and resources within the activities.
6. Uphold confidentiality of child and family information in accordance with the confidentiality policy.
7. Implement guideline techniques that are appropriate to the situation and developmental level of the child.
8. Communicate to the teacher any concerns about the children.
9. Understand and implement safety rules and emergency plans and procedures.
10. Assist teacher in evaluating daily program and individual children's progress. Help maintain appropriate anecdotal records and child development assessments.
11. Help children establish good habits of personal hygiene; change diapers and assist with toilet training.
12. May be assigned other duties to meet the needs of the program or Tribe.

**SUPERVISORY RESPONSIBILITIES:**

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This is not a supervisory position

**MINIMUM QUALIFICATIONS:**

1. Must have knowledge of child development and be sensitive to the needs and characteristics of young children and families.
2. Must have the ability to relate well to other staff members, parents and community members.

**EDUCATION/EXPERIENCE:**

High school diploma or GED and enrolled in a Child Development Association (CDA) Credential program with a completion date of 1 year.

OR

Completion of six postsecondary semester units from an accredited school/college in early childhood education or child development and enrolled in the remaining 6 units with a completion date of 1 year.

OR

The ability to complete 12 ECE core units within 2 years.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol-Free Work Place 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 documentation of a negative TB test or chest x-ray every five years.
6. Must provide (within thirty days) documentation of immunization or immunity for all currently recommended childhood immunizations. If employee is missing required immunizations they must be completed within six months of hire.
7. Must provide (within thirty days) documentation of receiving Hepatitis B vaccine if required by the school district or licensing agency. The entire series of Hepatitis B immunizations must be completed within six months of hire.
8. Must possess, or be willing to obtain within 30 days, a certification in Infant & child, pediatric, Community, or Universal First Aid and CPR through a qualified EMSA training

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program as prescribed by Community Care Licensing. Must maintain valid First Aid and CPR cards during duration of employment.

9. Must provide documentation of 15 hours of Health and Safety training as prescribed by Community Care Licensing. Hours from current first aid and CPR certificates count toward this requirement. (EMSA approved training)
10. Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing, or provide fingerprints and a Child Abuse Index Check prior to the first day of work in order to obtain a Criminal Record Clearance from the Department of Justice.
11. This position will collaborate with the Yurok Tribe Head Start and Early Head Start Program including but not limited to working in the Head Start and Early Head Start Classrooms as needed to meet teacher-child ratios and attending joint trainings.
12. If necessary, must adhere to a professional development plan with goals, objectives and timelines that includes the attainment of beginning level Yurok Language proficiency as determined by the Yurok Language Program.
13. This position may be required to work full year full day.
14. 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
15. 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.
16. 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.
17. 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 20 pounds.
18. 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).

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.

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date