

YUOK TRIBE-JOB DESCRIPTION
Teacher Aide-Head Start

Job Title:	Teacher Aide			Pay Grade	4
Department	Education	Program	Head Start/Early Head Start	Location	Ke'pel
Reports To:	Site Supervisor			FLSA Status	Non Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE					
Salary Range	\$15.60-\$19.77				

POSITION SUMMARY:

Under the supervision of the Site Supervisor, 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 insure the health and safety of the children in the program. The Teacher Aide 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 Head Start performance standards and be able to explain them to others.
2. Create a warm and accepting environment, which encourages independence and self esteem for each child and parent.
3. Approach each child, parent and other staff member with respect, being sensitive to each individual's rights, strengths, needs and cultural/socio economic background.
4. Assist teacher in planning and implementing developmentally appropriate classroom activities.
5. Uphold confidentiality of child and family information in accordance with the confidentiality policy.
6. Implement guidance techniques that are appropriate to the situation and developmental level of the child.
7. Communicate to the teacher any concerns about the children.
8. Understand and implement safety rules and emergency plans and procedures.
9. Assist teacher in evaluating daily program and individual children's progress. Help maintain appropriate anecdotal records and child development assessments.
10. Other duties as signed to meet the health and safety needs of the program.

SUPERVISORY RESPONSIBILITIES:

This is not a supervisory position.

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MINIMUM QUALIFICATIONS:

Must pass a physical, TB test, hepatitis screen, and fingerprint clearance.

Must have or be willing to obtain within the first three months Infant Child First Aid and CPR.

EDUCATION/EXPERIENCE:

- A child development associate credential;
- Enrolled in a program leading to an associate or baccalaureate degree; or
- Enrolled in a child development associate credential program to be completed within 2 years.

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 Work Place Policy including pre-employment screening.
2. 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.
3. Must provide pre-employment and annual documentation of a negative TB test or chest x-ray.
4. Must provide (within thirty days) documentation of immunization or immunity for all currently recommended childhood immunizations. If employee is missing required immunizations the must be completed within six months of hire.
5. 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.
6. Must possess, or be willing to obtain 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). Must maintain valid First Aid and CPR cards during duration of employment.
7. 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.
8. 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. Knowledge of Yurok language is preferred but not required.

