

YUOK TRIBE-JOB DESCRIPTION
Teacher Aide- Early Head Start/Head Start

Job Title:	Teacher Aide-Early Head Start/Head Start				
Job Grade	3/4	FLSA Status:	Non-Exempt	Location:	Klamath/Ke’pel/Eureka
Department:	Education-Head Start/ Early Head Start		Division:	NER-GERY ‘Oohl’, Helping Yurok People - Health & Human Services	
Reports To:	Site Supervisor				
ALL HIRING IS SUBJECT TO THE YUOK TRIBE’S HIRING PREFERENCE					
Salary Range:	\$17.04/\$17.83				
Hiring bonus:	FULLY QUALIFIED CANDIDATES WILL RECEIVE A HIRING BONUS OF \$5,000 to be distributed as follows: \$2,500 at time of hire; \$1,250 at time of successful 6 month evaluation; \$1,250 at time of successful 1 year evaluation.				

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 cleaning and maintenance of program facilities to insure 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 head start performance standards and Community Care Licensing, Title 22 regulations 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 utilizing Yurok tribal traditions, practices, and resources within the 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. Help children establish good habits of personal hygiene; change diapers and assist with toilet training.
11. May be assigned other duties to meet the needs of the program or Tribe.

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SUPERVISORY RESPONSIBILITIES:

This is not a supervisory position.

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:

To be fully qualified, you must possess a current and age-appropriate Child Development Association (CDA) Credential OR the 12 ECE core units, plus the Infant/Toddler Development course for the EHS position.

We will also accept candidates who are not qualified but who are willing and able to become fully qualified within the below time frame and requirements:

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. Additionally, Early Head Start staff need to complete ECE 11 (Infant and Toddler development) or its equivalent.

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 annual documentation of a negative TB test or chest x-ray.

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6. 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.
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 Aide and CPR. Must provide First Aide and CPR certificates within three months of hire. Must maintain valid First Aide 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 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).

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