



Yurok Tribe

Job Description

JOB TITLE:	Teacher Aide-Early Head Start/Head Start		
JOB GRADE:	3/4	REPORTS TO:	Site Supervisor
STATUS:	Non-Exempt	LOCATION:	Klamath/Kepel/Eureka
DEPARTMENT:	Education	DIVISION:	Health and Human Services
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$17.99-\$23.49/\$18.83-\$24.55		

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 Childcare 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. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. 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.
2. Candidates with equivalent combinations of education, training and experience will be considered.
3. 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:
 - a. High school diploma or GED and enrolled in a Child Development Association (CDA) Credential program with a completion date of 1 year.OR:
 - b. 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:
 - c. 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.

SUPERVISORY RESPONSIBILITIES:

This position has no direct supervisory responsibilities.

MINIMUM QUALIFICATIONS:

1. Must pass a physical, TB test, hepatitis screen, and fingerprint clearance.
2. Must have or be willing to obtain within the first three months Infant Child First Aid and CPR.
3. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.
4. 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.
5. 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.
6. Must provide pre-employment documentation of a negative TB test or chest x-ray, no later than 7 days following the date of hire and every 5 years thereafter.

7. Must provide (within thirty days) documentation of immunization or immunity for all currently recommended childhood immunizations. If an employee is missing required immunizations, they must be completed within six months of hire.
8. 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.
9. 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 program as prescribed by Community Care Licensing. Must maintain valid First Aid and CPR cards during duration of employment.
10. 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).
11. 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.
12. In order to drive a work vehicle as needed, you must possess a valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy. If you do not have a license, we will still consider you for the position as long as you have reliable transportation for work duties.
13. 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.
14. This position will collaborate with the Yurok Tribe Childcare Program including but not limited to working in the Child Care Classroom as needed to meet teacher-child ratio's and attending joint trainings.
15. This position may be required to work a full year/full day.

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.

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.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. 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 and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date