



Smith River Rancheria Position Description

Title: Teacher Assistant
Class: Skilled
Status: Full Time
Supervisor: Head Start Teachers
Effective Date: November 2008

Department: (07) Head Start
FLSA: Non-Exempt
Pay Grade: V (\$13.36 – \$18.85)
Subordinates: None

Position Summary:

Under the general supervision of the Teacher, the Teacher Assistant will provide support through classroom and playground supervision of children, preparation of materials for learning activities, participation and guidance in children's learning activities. Assist in providing a safe and sanitary environment for children, regularly communicate with parents/guardians and maintenance of children and family records. Employee follows detailed instructions and established procedures in accomplishing assignments.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Assist in planning and preparation of age appropriate activities for preschool children.
- Assist in daily health checks of children.
- Assist in implementation of daily curriculum.
- Obtain supplies and arrange space for a variety of activities according to lesson plan.
- Assist in classroom, field trips, lunch and playground supervision of children, to include assisting during fire and earthquake drills.
- Provide for safety of children.
- Keep records of participant attendance and complete in-kind paperwork daily.
- Assist in upkeep of classroom to include routine cleaning and rotation of materials.
- Encourage parental involvement in the program and maintain ongoing communication with parents/guardians in a professional and respectful manner, with confidentiality in mind.
- Assist in discussing child's developmental progress with parents/guardians during daily conversations and during home visits and parents conferences as requested.
- Attend training conferences/meetings with site staff and parents to keep abreast of current requirements.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- High school diploma or GED, 6 units in early childhood education or child development preferred or; must obtain at least 3 units in early childhood education or development for the semester immediately following initial employment and continue in the educational program each subsequent semester until AA degree is obtained.
- 1 year of experience working with children ages 3-5.
- Ability and knowledge to work with 3-5 year old children and meet Head Start standards of conduct and confidentiality.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Position requires occasional overnight travel. Requires the ability to drive 7 hours within a 24 hour period.

- Current physical exam/tuberculosis test clearance and criminal background fingerprint clearance.
- Qualified American Indian Preference applies.

Language Skills:

Ability to read, analyze, and interpret technical manuals, and government regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions, while facilitating group meetings.

Mathematical Skills:

Ability to work with mathematical concepts, ability to apply concepts such as fractions, percentages, ratios, and pro-rations.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must possess and maintain a valid, State-issued driver's license, submit a Department of Motor vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/move 25 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

The work environment temperature can fluctuate between 50-80 degrees Fahrenheit due to open doors and windows. The job will require inside and outside activities on a daily basis. There are many distractions and the noise level does escalate during physical activity times. Environment can be chaotic due to sheer numbers of children and families in close proximity.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____