

## **Tolowa Dee-ni' Nation**

### **Position Description**

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|---|---|
| <b>Title:</b> Classroom Aide                  | <b>Depart:</b> Head Start               |
| <b>Class:</b> Non-management                  | <b>FLSA:</b> Non-Exempt                 |
| <b>Status:</b> Part Time                      | <b>Pay Grade:</b> 2 (\$10.81 - \$13.29) |
| <b>Supervisor:</b> Teacher & Prog Coordinator | <b>Subordinates:</b> None               |
| <b>Effective Date:</b> July 2009              | <b>Grant Funded:</b> Yes                |

#### **Position Summary:**

Under the general supervision of the Teacher, the Classroom Aide assists the classroom staff in the implementation of individual goals and objectives set forth in partnership with the parent/guardian and teaching staff for children identified in need of additional guidance within the classroom environment. The Classroom Aide will participate in regular communication with staff concerning children and on going communication with parents/guardians. The Classroom Aide will support classroom and playground supervision to ensure the safety of every child.

#### **Essential Duties and Responsibilities:**

- Observes and records specific behavioral data as well as targeted goals and objectives as directed by the Teacher.
- Routinely communicates observations and progress with program staff.
- Adapts planned activities, materials and equipment to facilitate participation by special needs children.
- Helps promote communication, play and socialization with classmates.
- Performs required care giver activities for children as necessary (i.e. feeding, toileting, dressing, etc.).
- Works with classroom staff to develop behavior plans for children as necessary. Implements behavior management techniques and monitors progress and effectiveness as directed by the Teacher.
- Responsible for the overall supervision of children.
- Assists staff in implementing curriculum and individualized goals for the children to promote growth and learning in all developmental areas.
- Encourage parental involvement into the program and maintain ongoing communication with parents/guardians in a professional and respectful manner, with confidentiality in mind.
- Temporary or permanent duties and responsibilities may be added to, or modified as necessary.

#### **Minimum Qualifications:**

- High school diploma or GED, 6 units in early childhood education or child development preferred.
- 1 year of experience working with children ages 3-5.

- Desire to increase knowledge of normal child growth/development, parent child relationships and children.
- 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.
- Hep. B series I, II, and III as required.
- Criminal background fingerprint clearance.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

**Preferred Knowledge:**

Comprehensive knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.

**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 concept 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.
- CPR and First Aid certification.
- Law 101-630 requires an investigation of the character of each individual who is employed, or is being considered for employment, in a position with duties and responsibilities that involve regular contact with or control over Indian children. A criminal history investigation, including fingerprint clearance, will be performed and the applicant must meet the minimum standards of the Act.

**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.

**Additional Employment Conditions:**

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

In compliance with TDN laws and policies, all employees must be in good standing with TDN and its entities. Past employment will also be taken into consideration.

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_