



Tolowa Dee-ni' Nation

Position Description

Title: Teacher Assistant
FLSA: Non-Exempt
Pay Grade: 4 (\$13.97-\$19.30)
Subordinates: None

Department: Head Start
Status: Full Time
Supervisor: Head Start Teacher
Grant Funded: Yes

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:

1. Assist in planning and preparation of age appropriate activities for preschool children.
2. Assist in daily health checks of children.
3. Assist in implementation of daily curriculum.
4. Obtain supplies and arrange space for a variety of activities according to lesson plan.
5. Assist in classroom, field trips, lunch and playground supervision of children, to include assisting during fire and earthquake drills.
6. Provide for safety of children.
7. Keep records of participant attendance and complete in-kind paperwork daily.
8. Assist in upkeep of classroom to include routine cleaning and rotation of materials.
9. Encourage parental involvement in the program and maintain ongoing communication with parents/guardians in a professional and respectful manner, with confidentiality in mind.
10. Assist in discussing child's developmental progress with parents/guardians during daily conversations and during home visits and parents conferences as requested.
11. Attend training conferences/meetings with site staff and parents to keep abreast of current requirements.
12. Other duties as assigned.

Minimum Qualifications:

1. 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.
2. 1 year of experience working with children ages 3-5.
3. Ability and knowledge to work with 3-5 year old children and meet Head Start standards of conduct and confidentiality.
4. Must submit to and pass a pre-employment drug and alcohol screen.
5. Position requires occasional overnight travel. Requires the ability to drive 7 hours within a 24 hour period.

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

Supervisory Responsibilities:

None.

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 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:

A valid driver's license will be required at the time of appointment; employees may be required to drive their own vehicle, provide proof of financial responsibility and submit a DMV clearance.

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 30 pounds and occasionally lift and/move 50 pounds.

Position requires occasional overnight travel. Requires the ability to drive 7 hours within a 24 hour period.

Vision Requirements:

1. Close vision (clear vision at 20 inches or less).
2. Distance vision (clear vision at 20 feet or more).
3. 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. The environment can be active 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.

Section 408 of the Indian Child Protection and Family Violence Prevention Act of 1990 (Public 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 will be performed and the applicant must meet the minimum standards of the Act.

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

Acknowledgment:

I have read this job description and fully understand the requirements set forth herein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Tolowa Dee-ni' Nation has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all function, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Tolowa Dee-ni' Nation as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____