YUROK TRIBE-JOB DESCRIPTION
Teacher Aide-Head Start

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Teacher Aide</th>
<th>Pay Grade</th>
<th>4</th>
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<tbody>
<tr>
<td>Department</td>
<td>Education</td>
<td>Program</td>
<td>Head Start/Early Head Start</td>
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<tr>
<td>Reports To:</td>
<td>Site Supervisor</td>
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<tr>
<td>Location</td>
<td>Ke’pel</td>
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<td>FLSA Status</td>
<td>Non Exempt</td>
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**ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE**

**Salary Range**

$15.60-$19.77

**POSITION SUMMARY:**

Under the supervision of the Site Supervisor, 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 maintenance of program facilities to insure the health and safety of the children in the program. The Teacher Aide 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 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.
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. Other duties as signed to meet the health and safety needs of the program.

**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:

- A child development associate credential;
- Enrolled in a program leading to an associate or baccalaureate degree; or
- Enrolled in a child development associate credential program to be completed within 2 years.

Equivalent combinations of education and experience are qualifying for this position.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. 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.
3. Must provide pre-employment and annual documentation of a negative TB test or chest x-ray.
4. 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.
5. 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.
6. Must possess, or be willing to obtain 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). Must maintain valid First Aid and CPR cards during duration of employment.
7. 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.
8. 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.
9. **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.

10. **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, physical agility to bend, stoop, kneel, crouch, or crawl, reach overhead, push/pull, squat, twist and turn, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

11. **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.

_______________________________  _____________________  _____________
Employee Signature                  Date                  Employee #

_______________________________  _____________________
Supervisor Signature                Date