MESCALERO APACHE TRIBE
JOB ANNOUNCEMENT

Position Title:	**(1) Teacher's Assistant**	
Department:	**Head Start**	
Employment Status:	**Non-Exempt, Full-Time**	**Grade: NE4**
Opening Date:	**October 27, 2026**	**Closing Date: November 3, 2026**

Job Summary

Assists teachers in providing classroom experiences to enhance and promote the educational, intellectual, and social growth and development of children.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Conducts and teaches planned activities to stimulate growth in language, social, and motor skills.
- Assists in implementing lesson plans in a manner that will develop each child's physical, emotional, intellectual, and social behavior and in accordance with Head Start strategic plan.
- Plans group activities or Circle Times with developmentally appropriate practices in mind.
- Assists Teachers in providing stimulation activities and experiences in all curriculum areas; avoids activities causing over-stimulation or fatigue.
- Encourages children to take pride in their cultural heritage.
- Ensures that transition time between activities is relaxed, unhurried, used as "teachable moments" in developmentally appropriate ways.
- Assists Teacher in providing and supervising a variety of experiences by means of dramatic play, storytelling, field trips, and group discussion to stimulate students' interest in and broaden understanding of their physical and social environment.
- Assists in analyzing and appraising children's progress and maintaining accurate written records, including assessments, IDP documentation, screening instrumentation, anecdotal observations, and other forms in a child's working file.
- Accompanies and transports children on field trips or to activities.
- Instructs children in practices of personal cleanliness and self-care.
- Fosters cooperative social behavior; promotes self-expression and appreciation of experiences.
- Eats with children during meal and snack time, encouraging good social skills and appropriate conversation, making mealtime a part of the curriculum process.
- Ensures the cleanliness and safety of materials, classroom, and playgrounds by performing routine inspections.
- Assists classroom volunteers and parents in feeling welcomed, comfortable, and involved.
- Assists Teachers in maintaining effective working relationships with parents by assisting with parent participation.
- Assists in development of Education Service Plan, administer child assessments/screening and provide written observations, developmental notes and goals on each child.
- Accompanies Teachers on home visits with families for purposes of assessment, support, and sharing information on parenting, educational strategies, and classroom progress.
- Prepares learning centers in all areas of classroom environment.
- Completes attendance records and accident and incident reports.
- Updates the Parent Communication ensuring accurate and timely information.
- Assists Teacher in implementing established classroom rules and routines and ensuring that they are understood and accepted by children and their parents.
- Documents and reports any known or suspected instances of child abuse.

- Assists children in getting off and on the bus; provides transportation to children as needed; drives program bus on an established schedule.
- Performs other duties as assigned.

Minimum Qualifications

- **Must be 18 years of age or older.**
- **High School Diploma or GED.**
- **Associate's Degree in Early Childhood Education, Education, or related Field; or currently working towards a degree within this field.**
- CDA Certification required.
- Three year experience working with children.
- Bilingual English/Apache preferred.
- CPR and First Aid Certified.
- Must obtain and maintain Food Handler's Card.
- Must be able to pass a physical exam within 45 days of hire.
- Must have a valid NM Driver's License.
- Must be able to work a nine hour day with a lunch.
- Must be willing to work an evenings, weekends and holidays.
- Must successfully pass a pre-employment drug/alcohol screen, background investigation and have a negative Tuberculosis.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of principles and practices of early childhood development and care.
- Knowledge of proper and safe food handling, storage, and disposal requirements.
- Skill in operating various word-processing, spreadsheets and database software programs.
- Skill in nurturing, motivating, teaching and guiding children.
- Skill in displaying mature, patient, and understanding behavior.
- Ability to supervise and ensure a safe learning environment for children in a classroom setting.
- Ability to adapt curriculum to meet the needs of all children including "at-risk", special needs, gifted, and culturally diverse populations.
- Ability to use excellent communication skills with especially good listening skills.
- Ability to respond to and remain claim in an emergency or crisis situations.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to respect the dignity of each family, culture, customs and beliefs.
- Ability to work professionally and cooperatively with staff, parents, and community members
- Ability to maintain confidentiality.

Physical Demands

While performing the duties of this job, the employee regularly is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms above shoulder level. The employee frequently is required to stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to sit; climb or balance; and smell. The employee occasionally lifts children. The employee must lift and/or move up to 50 pounds.

Work Environment:

Work is generally performed in a childcare center, classroom environment and outdoors with high noise level. Exposure to bodily fluids, urine, or feces of babies or infants and small children. Exposure to unpleasant odors and infectious disease. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts may be required.