



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title:	Teacher's Assistant		
Department:	Head Start		
Employment Status:	Non-Exempt	Grade: (NE4)	Rate of Pay: DOE
Opening Date:	February 5, 2021	Closing Date: Open Until Filled	

Job Summary

Assists teachers in preparing the classroom materials and plans providing quality learning experiences providing classroom methods that enhance and promote the educational, intellectual, and social/emotional growth and development of children ages 3-5 years that promote independence, curiosity, decision making, cooperation, persistence, creativity, and problem solving.

This position description includes, but is not limited to, listed duties, examples and tasks, and are subject to change at manager's discretion.

Duties and Responsibilities

- Responsible for implementing Head Start Performance Standards, NAEYC criteria, Licensing requirements, policies, procedures, and guidelines in the day-to-day operation of the classroom.
- 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 The Mescalero Apache Head Start School Readiness Plan and The Head Start Child Development and Early Learning Framework.
- Plans group activities or Circle Times on lesson plans 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, IEP documentation, screening instrumentation, anecdotal observations, biweekly observations, and other forms in a child's working file.
- Accompanies and supervises 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 family style dining a part of the curriculum process.
- Ensures the cleanliness, health, and safety of materials, classroom, and playgrounds by performing routine cleaning/disinfecting measures.
- 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.
- Assists Lead Teacher 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 in accordance with lesson plans.
- Completes attendance records, meal 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.
- Assists in planning transition from Head Start to kindergarten.
- Implement School Readiness Goals.
- Use CLASS as a guide for teacher/child interactions.
- Maintains and submits accurate time sheets, supplemental time sheet, and leave forms to an Education Manager in a timely manner while making accommodations for coverage in absence.
- Serves as the teacher in classroom when the Lead Teacher is absent.
- Inputs data into ChildPlus on a weekly basis.
- Assist with children who are still potty training, requiring diaper changing and individual progress toward potty training goals.
- Documents and reports any known or suspected instances of child abuse.
- Assist in ensuring safe and timely disposition of children to and from the center as a bus monitor by helping children in getting on/off the bus, assists bus driver by helping monitor children on the bus, conduct a second person end of route bus check, and provide transportation radio duty services as assigned.
- Assumes responsibility for own personal professional development including attending meetings and trainings, and maintaining the appropriate competencies and abilities as required by the position.
- Must complete a yearly goal sheet and professional development plan.
- Assists in creating an Apache Cultural climate within the Head Start Program.
- All staff assumes responsibility, at all times, of supervision of all children enrolled in the Head Start program.
- Other duties as assigned and required to ensure a quality Head Start Program.

Minimum Qualifications

- High School Diploma or GED.
- CDA Certification required.
- One year experience working with children.
- Associates Degree in Early Childhood Development and continue to a Bachelor's Degree with a signed commitment.
- Bilingual English/Apache preferred.
- Must be 18 years of age or older.
- CPR and First Aid Certified.
- Must obtain and maintain Food Handler's Card.
- Must be able to pass a physical exam prior to hiring.
- 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 on evenings, weekends and holidays.

- Must successfully pass a pre-employment drug/alcohol screening, background investigation and negative Tuberculosis screening prior to hiring.
- Must be dependable.
- Must maintain confidentiality.

Tribal preference, Native American Indian, and Head Start parent 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 calm 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.
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities.
- Ability to work professionally and cooperatively with staff, parents, and community members
- Ability to maintain confidentiality.

Physical Demands

Work involving standing, sitting, walk; use hands to finger, handle, or feel; and reach with hands and arms above shoulder level, bend or kneel to child’s eye level, must be able to stand and sit for forty-five-minute intervals. The employee frequently is required to stoop, crouch, crawl; and talk or hear. The employee occasionally is required to sit; climb or balance; and smell. The employee occasionally lifts children, and from time to time may require lifting/carrying children on and off the bus. The employee must be able to lift and/or move up to 40 pounds.

Work Environment:

Work is generally performed in a preschool classroom environment and outdoor playground area with high noise levels. Exposure to bodily fluids, urine, or feces of small children may occur, as well as 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 may be required. Extended hours and irregular shifts may be required.