



THE COQUILLE INDIAN TRIBE

Job Title: Teacher Assistant
Department: Head Start
Reports to: Head Start Director
Location: Coos Bay/North Bend, Oregon
FLSA Status: Non-Exempt, Full-Time
Salary Grade: \$16.64 to \$24.96

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen, Criminal, and Character Background Check.

JOB SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Head Start Director, the Teacher Assistant will support the Lead Teacher in providing the best possible classroom experience for all Coquille Indian Tribe Head Start children.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain a physically and emotionally safe, orderly environment.
2. Assist Teacher and other Teacher Assistants with classroom preparation and clean up.
3. Participate in daily classroom activities and routines, including field trips.
4. Model/use positive interaction with children, including verbal and body language.
5. Use developmentally appropriate practices.
6. Work to ensure good self-concept in all children.
7. Help parents integrate into classroom.
8. Model behavior management skills.
9. Accept classroom responsibility and duties as scheduled.
10. Interact appropriately with parents.
11. Be knowledgeable of Head Start health and safety policies, procedures and performance standards.
12. Responsible for ensuring proper safety procedures and safe equipment in the classroom. Assist Lead Teacher in developing appropriate safety improvement plan as necessary.
13. Responsible for the sanitation and safety concerns in the classroom.
14. Assist in development and implementation of health and safety curriculum within the program.
15. Assist in coordination and administration of the volunteer program.
16. Assist in coordination and administration of the fatherhood program.
17. Maintain documentation on all busses used to transport children to ensure they are following appropriate standards.
18. Responsible for the supervision of children at all times while on the bus.
19. Other duties as assigned.

INDIVIDUAL/TEAM PARTICIPATION

1. Maintain a positive attitude regarding the Head Start philosophy.
2. Model behaviors that demonstrate an understanding, acceptance and welcoming of diversity.

3. Document all interactions with parents/guardians.
4. Maintain respect and positive communication regarding all children and families.
5. Document all files regarding daily activities.
6. Accept suggestions and guidance from supervisor.
7. Share pertinent information on children and families.
8. Attend in-house trainings, staff meetings and other meetings as required.
9. Commit to further training as identified in individual training plan and as written in the Head Start Act.
10. Alternate hours and days may be required.
11. Perform other jobs as designated by supervisor.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 50 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required.

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Must have the ability to stay calm and make decisions in emergency situations.
4. Ability to maintain confidentiality.
5. Maintain CPR and First Aid Certification and Food Handlers Certification.
6. Ability to exercise excellent organization, time management, analytical and problem solving skills.
7. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
8. Knowledge of principles of child health, disabilities and family services as related to the Head Start Performance Standards.
9. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
10. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
11. Ability to work with mathematical concepts such as basic arithmetic.
12. Basic knowledge of theories and practices of Early Childhood Education/Development and Family/Social Services with focus on Infant/Toddler development.

13. Ability to meet the needs of all children specifically those with special needs, challenging behaviors, at risk, gifted and culturally diverse populations.
14. Ability to maintain confidentiality; a breach of confidentiality is grounds for immediate dismissal.
15. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.

REQUIRED QUALIFICATIONS

- A. High School Diploma or equivalent required.
- B. Must meet the following educational requirements:
 - i. A Child Development Associate (CDA) credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential or Be enrolled in a CDA credential program to be completed within two years of hire date.
- OR**
- ii. Must be currently enrolled in a program that will lead to an Associate or Baccalaureate degree.
- C. Previous experience working with Head Start or preschoolers in a professional capacity required.
- D. Must have CPR/First Aid certification, or willingness to obtain within first 90 days of employment.
- E. Must have Food Handler's Card, or willingness to obtain within first 90 days of employment.
- F. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
- G. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.