



Job Title: Teacher Assistant
Department: Culture, Education, and Learning Services
Reports to: Lead Teacher
FLSA Status: Non-Exempt
Salary Grade: \$19.26 - \$25.04
Location: Coos Bay/North Bend

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 and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Head Start Lead Teacher, 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. Maintains a physically and emotionally safe, orderly environment. Supervises children at all times. Ensures compliance with Head Start health and safety policies, procedures, and performance standards.
2. Assists with classroom preparation and clean up.
3. Participates in daily classroom activities and routines, including field trips.
4. Rotates educational items within classroom.
5. Models positive verbal and physical interactions with children and families.
6. Uses developmentally appropriate practices.
7. Teaches skills and works to ensure good self-concept in all children.
8. Maintains consistent communication with parents and families. Facilitates parental involvement in the classroom. Documents interactions with parents and guardians.
9. Models behavior management skills.
10. Accepts classroom responsibility and duties as scheduled.
11. Interacts appropriately with parents.
12. Be knowledgeable of Head Start health and safety policies, procedures.
13. Maintains proper safety procedures and equipment in the classroom. Assists Lead Teacher in developing appropriate safety improvement plan as necessary.
14. Sanitizes classroom in accordance with established health and safety policies and procedures.
15. Assists with coordination and administration of the volunteer program.
16. Assists with coordination and administration of the fatherhood program.
17. Documents accident, incident, and behavior reports and files appropriately.
18. Manages individualizations for student teaching/learning and documents student work throughout the year.
19. Assists with orienting and training assigned staff; and planning, assigning and delegating work.
20. Maintains a positive attitude regarding the Head Start philosophy.
21. Models behaviors that demonstrate an understanding, acceptance and welcoming of diversity.
22. Accepts suggestions and guidance from supervisor.
23. Shares pertinent information on children and families.

24. Attends in-house trainings, staff meetings and other meetings as required.
25. Commits to further training as identified in individual training plan and as written in the Head Start Act.
26. Alternate hours and days may be required.
27. Other duties as assigned.

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, raising or lowering objects, stooping, kneeling, crouching, or crawling, and occasionally requires lifting up to 50 pounds. Requires occasional climbing or balancing. Work is generally performed in a classroom setting and occasionally outdoors. Evening and weekend work may be required. Work involves exposure to hazardous materials, excessive noise, high risk/dangerous situations, infectious disease, dust, fumes, and allergens. 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.

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.
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.

QUALIFICATIONS

1. High School Diploma or GED required.
2. A Child Development Associate (CDA) credential or a state-awarded certificate that meets or exceeds the requirements for a CDA or Be enrolled in a CDA credential program to be completed within two years of hire date.
OR currently enrolled in a program that will lead to an Associate or Baccalaureate degree.
3. Previous experience working with Head Start or preschoolers in a professional capacity required.
4. Must have CPR/First Aid/AED certification, or willingness to obtain within first 90 days of employment.
5. Must have Food Handler's Card, or willingness to obtain within first 90 days of employment.
6. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
7. 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.