



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Substitute Teacher Aide
Department: Head Start
Supervised by: Classroom Teacher and/or Head Start Director
Pay Range: T-2 \$10.30-\$14.42/Hourly - DOQ
FLSA: Non-Exempt, Hourly, On-Call / As Needed

Position Summary: The Teacher Aide is responsible to assist the teacher in the classroom in the implementing the education curriculum for the Head Start Program consistent with the Head Start Performance Standards.

Essential Duties:

- Assisting teacher in preparing learning environments.
- Assists the teacher in supervising children individually and in small groups.
- Reports and documents, under the teacher's direction, the child's daily and general intellectual and social development progress.
- Aids and participates in feeding of preschool children in a family style setting.
- Assists the teacher in providing the care and guidance necessary to meet the individual needs for the children.
- Attends all staff meetings.
- Participates in recommended training programs, conferences and college courses.
- Assists with parent participation in the classroom and other activities.
- Assists on field trips as necessary.
- Participate in all after school activities.
- Assist in setting up environment (indoor/outdoor) for the activities of the day.
- Observe and record behaviors of children to assist the teacher in the identification of each child's strengths and areas to grow.
- Participate in monthly staffing of children with all staff as appropriate.

Supervisory Responsibilities: None

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- **Decision Making**—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- **Interpersonal Skills**—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.

- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Detail Oriented—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Organized—the individual keeps clean and organized workspace and projects.
- Motivated—the individual inspires self and others about them to get the job done and follow through on tasks.

Experience and Education:

- High School Diploma or G.E.D. Equivalent.
- Experience in child care development.
- 12 units of Early Childhood Development courses and working towards an AA from accredited colleges. (AA or CDA must be completed/obtained within two years of employment)

Other Requirements:

- Comply with the Driving Policy, Drug, Alcohol and Contraband-Free Policy and Pre-Employment Selection Policy.
- Show proof of having had a current medical examination, TB skin test and Hepatitis inoculation. If requirements are not current must consent and complete before employment and be maintained annually.
- Possess CPR and First Aid certification and a food-handling certificate, or willing to take classes immediately upon hire.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24USC450 ET SEQ), 25FR271.44 and other relevant laws.