



## JOB DESCRIPTION

### Bishop Paiute Tribe

### Bishop, California

**Position:** Teacher Aide  
**Department:** Head Start  
**Supervised by:** Class Room Teacher  
**Pay Range:** T-2 \$10.30-\$14.42/Hr (\$21,424-\$29,993/annually) DOQ  
**FLSA:** Non-Exempt, Hourly Full Time

**General Duties:** 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.

#### Responsibilities:

- 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.
- Other duties as assigned.

#### 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)
- Current CA State Pre-School Permit (or ability to obtain within 30 days 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.