

*****VACANCY ANNOUNCEMENT*****

POSITION: Teacher Aide

LOCATION: Head Start Program, Canton Center

ISSUE DATE: July 5, 2011

CONTINUOUS

All staff work toward this overall program goal: to assist each child in developing to his/her potential, and to empower parents in their role as the most important and primary teachers, care givers, and role models of their own children.

GOAL OBJECTIVE:

Under the direction of the Teacher, provides and coordinates education services to selected low-income and special needs' children and their parents. Responsibilities include: Carrying out daily classroom activities and schedule under the supervision of the class room teacher, assists teacher with development of classroom curriculum, assists the teacher in the training of volunteers in the classroom. Assist the Teacher in ensuring that all Performance Standards within the Education Component are met, and Children's Commission's policies and procedures are carried out. Staffs that have a First Aide or Childhood Emergency certification will expect to provide emergency first aid during their routine job duties.

DUTIES AND RESPONSIBILITIES:

- Completes and maintains children's observations and goal planning in partnership with the teaching team.
- Attends one two-hour parent meeting monthly.
- Under the direction of the Teacher, prepares and gathers materials for instructional purposes.
- Demonstrate effective ways to guide young children.
- In consultation with team members, participates in Classroom Orientations during start of each year.
- Assist in the Coordinating the monthly newsletter under the supervision of the Teacher.
- Assist in performing developmental screening as requested.
- Assist Teachers with
 1. Assessments and summaries;
 2. Assigned to class (es) of 15 to 20 children;
 3. The design and follow-through of the daily lesson plan within the classrooms;
 4. Keeping space neat, clutter free and safe;
 5. In setting up and maintaining a developmentally appropriate classroom environment

- including organization of space and material storage.
6. Assist in the maintaining of records relating to the classroom, such as child observation notes, lesson plan notes attendance and other records.
 7. Other project as assigned.

PROGRAM PARTICIPATION AND TEAM MEMBER:

- Arrives at work on time, punctually attends and actively participates in all required activities, overnight retreats, and training.
- Required to be respectful, cooperative, and reliable team member and participant in program activities.
- Projects a professional work image, both in dress and manner.

TRAINING:

- In consultation with Supervisor, develops own professional work goals and training plan.
- Participates in training requested.

QUALIFICATIONS:

- High School Diploma or GED and minimum of one year experience working in an early childhood education classroom; or an equivalent combination of training and experience with willingness to obtain additional training and/or obtain additional training/or CDA or state certificate as requested.
- Ability to work effectively with low-income and special needs children.
- Ability to function effectively in cross cultural situations.
- Ability to use positive approach in directing and redirecting child behavior, and work cooperatively as a member of a team.
- Current Childhood Emergency/CPA or First Aide/CPR certification or the ability to obtain one and CDL.
- Obtain and hold current food handler's card or the ability to obtain one.
- Maintain compliance with Criminal History Registry and agrees to Random Drug Testing.

PHYSICAL QUALIFICATIONS:

Ability to manage physically active children, ages three to five, within a weight range up to 50 pounds, including lifting, restraining, guiding, pursuing, withstand sudden movements. Ability to move or lift supplies and equipment up to 50 pounds.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 38

Concho, OK 73022

Or e-mail: whaag@c-a-tribes.org

Office (405) 422-7498

Toll Free 1 (800) 247-4612 ext. 27498

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www.c-a-tribes.org