PERSONNEL

CHEYENNE & ARAPAHO TRIBES

P.O. Box 167
Concho, OK 73022
(405) 422-7498
FAX (405) 422-8222

****VACANCY ANNOUNCEMENT****

POSITION: Substitute Teacher Aide

LOCATION: Clinton (2), Concho (2), Canton (1).

ISSUE DATE: May 29, 2014 **CLOSING DATE:** Continuous

GENERAL DESCRIPTION: The Substitute Teacher Aide is responsible to work cooperatively with an assigned Teacher and assist in all realms of the classroom, playground, field trips and other planned activities. To assist each child in developing to his/her potential and to empower parents in their role as the most important and primary teachers, caregivers, and role models of their own children is the overall goal of the staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- **Mandatory reporting of all suspected incidents of child abuse and neglect.**
- **Drug Free Policy – No tolerance.**
- **In the event of a disaster, Head Start employees are required to provide assistance in accordance with the tribe's Emergency Operations Plan or their level of training (CPR and/or First Aid).**
- ***All Cheyenne & Arapaho Tribes Head Start applicants must submit mandatory criminal background check information to the Personnel Department before employment with the program, or following any conviction occurring after commencement of employment.***

Additional Duties and Responsibilities
Substitute Teacher Aide

- Responsible for adhering to the Performance Standards and meeting the requirements of the early childhood and nutrition content area.
- Assist in maintaining complete and accurate child files, forms, and reports within allotted timelines necessary for Education Manager & Family & Community Partnership Manager to document and track needs of children and services to be provided.
- Responsible for children in their assigned class to include: screenings/assessment, referrals, IEPS, goal planning in partnership with parents.
- Assist in conducting two home visits per year with each family of class members.

- Assist in creating a positive and clean environment conducive to learning and in compliance with Head Start standards.
- Assist in developing monthly lesson plans both culturally and age appropriate.
- Assist in maintaining anecdotal report on child behaviors observed during class time for individualization and assessment completions.
- Work cooperatively with Education manager.
- Utilize modeling and demonstrate effective ways to guide young children.
- Drive buses or serve as monitor daily or as needed.
- Responsible for participation in center wide activities for thematic units, field trips, etc.
- Assist in Communicating with Family Service Worker for identified issues or suggested parent trainings.
- Follows rules and regulations as set forth by the Policy Council, in conjunction with Tribal Personnel Policies and Procedures Manual.

Program participation and Team Member

- Arrive to work on time, punctually attends and actively participates in all program activities to include site, component, and staffing team meetings, all staff meetings, overnight retreats and trainings.
- Required to be respectful, cooperative and reliable team member and participant in program activities.
- Projects a professional work image, both in dress and manner. Required to dress in solid scrubs approved by Policy Council.

Confidentiality

- Required to respect the confidentiality of information of enrolled children and families, personnel issues, and other program operations as appropriate.

Training

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

Qualifications

- Must have a valid OK Driver's license and be willing to obtain a CDL and Bus Driver's Certificate within 90 days of hire.
- Must be in good physical health which allows lifting and moving.
- Knowledge of Head Start is desirable.
- Ability to work independently.
- A high school diploma or GED.
- Must be familiar with Federal, Regional, State, and local Tribal regulations as they apply to the specific area of program operations.

Other Requirements

- Ability to function effectively in cross-cultural situations.
- Ability to understand and practice warmth, empathy and genuineness in work with staff, parents, and community.
- Demonstrates leadership ability in areas of planning, organizational, and communication.
- Obtain and hold a current food handler's care/first aid and CPR.
- Valid CDL license with bus driver's license.

- Maintain compliance with Criminal History Registry.
- Random Drug Testing.
- Knowledge of the Head Start Performance Standards.
- Be a positive role model.
- Cheyenne and Arapaho Preference

Physical Qualifications
Ability to manage physically-active children, ages three to five within a weight range up to 60 lbs., lifting, restraining, guiding, pursuing, withstanding sudden movements.

SALARY:
Negotiable, depending on qualifications and experience.

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

Cheyenne-Arapaho Tribes of Oklahoma
Personnel Department
P.O. Box 167
Concho, OK 73022
tkremeier@c-a-tribes.org
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at: www.c-a-tribes.org