

**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
P.O. BOX 638 PENDLETON, OR 97801
(541) 276-3570 – (541) 276-9060**

www.umatilla.nsn.us



JOB DESCRIPTION AND ANNOUNCEMENT

TITLE: Teacher Assistant

LOCATION: Cay-Uma-Wa Education Center

SALARY: Depends on Qualifications
Range (1-2) to (1-5)
(\$8.02-\$9.28 per hour)

EMPLOYMENT STATUS: Part-time, August through mid-June,
Monday through Friday, 8.0 hours per
day, with a half hour lunch break *Covered
Status and Safety Sensitive*

SUPERVISED BY: Lead Teacher

SUPERVISION EXERCISED: None

OPENING DATE: September 25, 2009

CLOSING DATE: Open Until Filled (w/first screening 10/5/09)

GENERAL STATEMENT OF DUTIES:

Assist the teachers in all activities and services for children and their families in a manner that is consistent with the Head Start Performance Standards and program curriculum. Assist in maintaining a clean, safe and successful learning environment (classroom, outdoor play area, and field trips). Promote the developmental growth of the whole child.

Assist in communicating needs and progress of children with program staff, consultants, and parents. Assist in developing individual goals for children, provide on-going assessment on progress and facilitate transition into kindergarten.

PRIMARY RESPONSIBILITIES AND DUTIES:

Classroom Time (Approx 65-75%)

1. Assist in setting up environment (indoor/outdoor) for the activities of the day.
2. Use developmentally appropriate practices to facilitate activities with groups and individuals.
3. Assist the teachers in supervising children and maintaining order in the classroom.
4. Assist with the personal hygiene of children, such as toileting, tooth brushing and hand washing.
5. Observe and record behaviors of children to assist the teacher in the identification of each child's strengths and areas to grow.
6. Assist with integrating all Head Start components into classroom time. Utilize lesson plans which reflect mandated elements, parental and cultural influences, and promote the social, emotional, physical, and cognitive development of Head Start children.
7. Follow a consistent schedule which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, mealtimes, and effective transitions between activities.
8. Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice making; ask open-ended questions and listen respectfully to the answers.
9. Work with and encourage parent and community volunteers. Provide an atmosphere that promotes and reinforces parental involvement in the classroom.
10. Work with the lead teacher in the classroom to develop a collaborative approach that benefits all children in the classroom and meets the needs as specified on the IFSP of children with disabilities.
11. Participate in weekly classroom staff meetings with co-workers.
12. Sanitize classroom equipment and laundry.
13. Assist with meal service as needed.

Bus Monitor (5-10%)

14. Monitor and manage behavior of children during transportation.
15. Secure children in age/weight appropriate restraints.
16. Communication with families, including mail, sign-off to authorized adults, cell phones, etc.
17. Assist in emergency evacuation.

Written Documentation & Misc. (20-25%)

18. Assist Teacher in maintaining accurate written records, including: assessments, IFSP documentation, screening instruments, anecdotal observations, and other required forms.
19. Assure/assist in general maintenance and security of facility.
20. Attend meetings, trainings, and appropriate professional development activities.

Physical Demands

21. Applicants must be able to stand for long periods of time.
22. Applicants must be able to sit at low tables and on child-sized chairs.
23. Applicants must be able to easily get up and down off the floor.
24. Applicants must be able to bend and stand repeatedly.
25. Applicants must be able to perform routine cleaning activities such as sweeping, vacuuming and mopping floors, and use sanitizing agents.
26. Applicants must have the ability to drive agency vehicles.
27. Applicants must have the ability to tolerate a variety of weather conditions.
28. Applicants must be able to set up a classroom involving moving chairs, tables, book shelves and other furniture.
29. Applicants must be able to lift and/or move heavy objects or children up to 60 pounds.
30. Applicants must be able to take long walks on varied terrain.
31. Applicants must be able to walk quickly or run short distances.
32. Applicants must be able to interact with children in large motor activities such as throwing balls, pushing swings and skipping/jumping.

GENERAL DUTIES OF ALL STAFF:

(GENERAL DUTIES 5%)

1. Must be familiar with, interpret and implement the overall philosophy and goals of the Head Start program both locally and nationally.
2. Be familiar with, interpret and implement all Tribal and Head Start personnel policies.
3. Abide by the Head Start Code of Conduct.
4. Read, sign, and abide by Head Start Confidentiality Policy.
5. Participate in staff meetings, conferences, workshops and training sessions as assigned-may include evening and weekend hours.
6. Promote positive parent and community involvement in Head Start.
7. Ability to communicate (verbal and written) effectively and appropriately with others.
8. Ability to work independently as well as in a team environment.
9. Maintain complete and accurate required records, forms and reports.
10. Develop and pursue a personal training and professional development plan.
11. Any other duties assigned.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. High School Diploma or equivalent.
2. Experience working with young children. Knowledge of typical behaviors/expectations of three- and four-year-old children typically gained through a minimum of one year of relevant experience.
3. Employee must be actively or willing to pursue one of the following tracks to meet Head Start preferred qualifications (Head Start Performance Standards 1306.21; 1304.52/d/1):
 - ✓ Be enrolled in a CDA certification program to be completed within 180 days of hire date.
 - ✓ Be enrolled in an AA program in early childhood education or related field within 3 months of hire date.
4. Demonstrate good oral and written communication skills.
5. Must have the ability to establish positive relationships with staff, children, parents and community members.
6. Must have the ability to kneel, stoop, bend, and sit on the floor to attend to children's daily needs.
7. Must possess ability to work independently, establish priorities, and accomplish tasks in a timely and accurate manner.
8. Must have the ability to establish and maintain professional boundaries with families.
9. Posses keyboarding skills as well as be computer literate; be familiar with various programs such as excel, word, outlook and internet.
10. Be familiar with the ethnic background and heritage of families in the program.
11. Possess current pediatric First Aid/CPR certification and basic Food Handlers card, or be willing to obtain them within thirty days of employment.
12. Be in good physical health, documented by a yearly health examination.
13. Be current on immunizations and pass T.B. screening.
14. Pass criminal history check.
15. Must posses current Oregon Drivers License, and meet Tribal Insurance requirements

PREFERRED QUALIFICATIONS:

1. Current or former parent of Head Start child. (Head Start Performance Standard 1304.52.b.3)
2. Experience working in a tribal government setting.

SELECTION PROCESS:

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to the position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to the position will be considered qualified to compete for the position and eligible for an interview.

The Confederated Tribes of the Umatilla Indian Reservation reserves the right to make selection of new employees based on *Umatilla Tribal Preference and Indian preference*.

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All Tribal employees are subject to random Alcohol and Drug testing pursuant to the CTUIR Personnel Policies and Procedures Manual.

HIRING PREFERENCES:

The Confederated Tribes of the Umatilla Indian Reservation reserves the right to make selection of new employees based upon the following Personnel Policy and Procedure adopted by the Board of Trustees:

SECTION 3.02 EMPLOYMENT PREFERENCES

A. Policy. The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.07.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex or national origin.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a “Drug Free Workplace Policy” and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All tribal employees are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

PRE EXISTING CONDITION:

Pursuant to the Tribal Workers’ Benefit Code, Section 4.02A. “All workers are required to disclose any pre-existing physical or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work.”

Failure to disclose any pre-existing condition may result in a restriction or forfeiture of benefits under the Tribal Workers’ Benefit Code.

APPLICATION DEADLINE:

Complete Tribal employment applicants will be accepted until position is filled w/first screening Monday, October 5, 2009 or postmarked by the closing date. ***Only those Tribal employment application Packets which are complete will be considered.*** Employment application packets received after the closing deadline will not be considered.

REQUIRED EMPLOYMENT APPLICATION PACKET:

1. **Tribal Employment Application.**
2. **Cover Letter**, explaining your qualifications and experience relevant to the functions of this position.
3. **Personal Resume**, identifying your qualifications and experience relevant to the functions of the position.
4. **Sensitive Supplement Form.**
5. Copy of High School diploma or GED.
6. Tribal and Indian preference must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veterans Preference must provide proof of honorable service and discharge or completed Form DD214.

APPLICANT RESPONSIBILITY:

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
ATTN: Julia E. Withers-Lyons, Human Resources Manager
P.O. Box 638
Pendleton, OR 97801

Phone (541) 276-3570 or Fax (541) 276-9060

To be considered, application packets must be received by mail or faxed. No e-mail application packets will be accepted.

Approved by: **Julia E. Withers-Lyons, Human Resources Manager**

Date

I have read above position description and understand the requirements of the position for which I am applying. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Review and Acknowledgement:

Date