



TEACHER ASSISTANT

Hopi Head Start Program

Reports To: Early Childhood Education Coordinator

Salary/Hourly Range: 25

FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 08/09/2018

INTRODUCTION

The Hopi Head Start Program recruits and selects dynamic, well-qualified staff that possesses the knowledge, skills and experience to provide high quality, comprehensive and culturally sensitive services to children and families in the program. This position is responsible for assisting the Teacher in maintaining a classroom conducive to age appropriate learning. The work involves various duties involving different and related processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from alternatives.

The incumbent is under supervision and line authority of the Early Childhood Education Coordinator. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitation, quality and quantity expected, deadlines and priority of assignments. The supervisor provides additional instructions for new, difficult or unusual assignments. The incumbent uses initiative in carrying out recurring assignments independently without specific instruction, referring deviations or problems to the supervisor for assistance. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures.

Contacts are with employees within/outside the immediate work area, children, parents, grandparents, guardians, supervisor, Parent & Policy Council members, dental, health, fire & safety personnel and the general public. The purpose of these contacts is to exchange factual information, provide services & assistance, coordinate services and establish a network of resources.

KEY DUTIES AND RESPONSIBILITIES

(This is not a comprehensive listing of all functions and duties. This listing is ILLUSTRATIVE ONLY and not intended to be all inclusive or restrictive.)

1. Provides assistance to classroom Teacher in preparing weekly lesson plans and instructing children; establishes and maintains a monthly activity calendar and prepares monthly reports; participates in all Head Start components and home visits to discuss child's progress with parent(s) or legal guardian(s); and maintains Head Start children's health records in strict confidentiality at the individual center; assists in administering the health, developmental, and sensory screenings.
2. Maintains a safe and healthy learning environment that reflects the Hopi and Tewa cultures, encourages children to communicate in the Hopi and English languages and to take pride in their heritage.
3. Assists in implementing classroom rules and routines; supervises children on the playground, in the classroom, in non-instrumental activities, and when transporting children to and from the center.
4. Assumes the role of the Teacher or Cook and performs their duties and responsibilities in their absence, as assigned.
5. Reports child abuse cases in written form to the appropriate responsible agency(ies).
6. Participates in staff/parent conferences and home visits according to Head Start requirements; maintains & calculates monthly in-kind contributions and assists in the completion of in-kind reports; and attends staff, Parent Committee and Policy Council Meetings, and other program activities to report on area of responsibility pertaining to parent/student activities, assist with organizing & coordinating special events; improve program services according to Head Start requirements.
7. Performs other related duties as assigned or authorized to achieve tribal/program goals and objectives.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Hopi Tradition, language and sensitivity to culture;
- knowledge of pre-school teaching practices and procedures;
- Knowledge of safety procedures as it relates to classroom, playground and evacuation drills;
- Knowledge of speech/language development therapy techniques and reporting progress;
- Knowledge of resources for special needs children;

- Skill in verbal and written communication;
- Skill in preparing lesson plans;
- Skill in human and public relations;
- Skill in leadership;

- Ability to follow verbal and written instructions and communicate effectively;
- Ability to supervise pre-school age children;
- Ability to maintain strict confidentiality of records/information;
- Ability to establish and maintain professional working relationships with children, parents, staff and others.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

The work is performed in a classroom/playground setting requiring physical exertion such as long periods of sitting, standing, walking, crawling, recurring bending, stooping, stretching and lifting of objects in excess of 25 lbs. Occasional travel on and off the reservation is required.

MINIMUM QUALIFICATIONS

Education: Child Development Associate credential that is appropriate to the age of children being served in Center-based programs; permitted the incumbent enroll and complete an associate degree in childhood education within two years of hire.

AND

Experience: One (1) year work experience in an educational setting providing group or one-on-one instruction, working with pre-school age children.

NECESSARY SPECIAL REQUIREMENTS

1. Shall possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license and maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.
7. Must possess or obtain within ninety (90) days of hire, a food handler's card and maintain certification throughout employment.
8. Must possess or obtain within ninety (90) days of hire, a First-Aid and CPR card and maintain certification throughout employment.
9. Must obtain a Child Development Associate (CDA) Certification within two (2) years from employment.
10. Must satisfactorily complete an annual physical examination (including tuberculosis screening).

DESIRED QUALIFICATIONS

- Prior work experience with pre-school age children.
- Depending upon the needs of the Hopi Tribe, some incumbents may be required to demonstrate fluency in both the Hopi and English languages as a condition of employment.