



CENTRAL COUNCIL
Tlingit and Haida Indian Tribes of Alaska

ANDREW P. HOPE BUILDING
320 West Willoughby Avenue • Suite 300
Juneau, Alaska 99801-1726

JOB DESCRIPTION
TEACHER AIDE

INFORMATION

Job Class: Teacher Aide

Department: CCTHITA - Head Start

Location of Work: Varies

Salary Grade(s): 5

Hours of Work: To be determined by Supervisor

Employment Category: Regular Part-Time, or Regular Full-Time

GP-PD# 350110

Type of Position: Non-Exempt

Covered Position: Yes

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Approved by: *Edward Thomas*

Effective Date: 08/01/2010

PURPOSE

Assist the Lead Teacher in planning and implementing lesson plans, incorporating all component Plans, and leading large and small groups of children; as well as assist in coordinating and conducting developmental screenings, health services, and family services which include family visits and participation with planning, training, and parent meetings.

REPORTING RELATIONSHIPS

Reports To: Lead Teacher.

Leads: May lead volunteers when present in the classroom.

Liaison To: None.

DUTIES

- Be familiar with the component work plans, the Head Start Performance Standards, Tlingit and Haida Personnel Rules, and the Head Start Policy and Procedures Manual.
- Provide support in all areas of the classroom maintaining a clean, safe, and cheerful environment; as well as assist conducting developmental screenings, observations of children's behavior, and in developing Individual Learning Plans (ILPs) for each child, including evaluations.
- Assist the Lead Teacher in conducting a minimum of 4 family visits/parent teacher conferences per year per child.
- Prepare materials as needed to carry out the weekly lesson plans.
- Develop and maintain a positive relationship with the children, their families, and volunteers; ensure that all feel welcome, and receive on-the-job training and communicate with parents on a regular basis.
- Attend staff meetings, assist in developing the weekly lesson plans, and overall program activities (e.g., arts and crafts, dramatic play, story time, cooking, music, fine and gross motor, etc.).
- Manage small groups of children, and evaluate activities regarding appropriateness and effectiveness and interest of the children.
- Eat and interact with children at meal times, serving as an appropriate model to the children.
- Provide support in implementing the component work plans including education, health, disability and mental health services, and family and community partnerships.
- Help the Lead Teacher plan and facilitate the first Center Parent Committee meeting of the school year; will attend other parent committee meetings as requested (may include evening and weekend meetings).
- Be prepared to assume the duties of the Lead Teacher in her/his absence.

- Assist Lead Teacher in completing all required reports and distributing them to the appropriate people at the appropriate time; and assist in maintaining up-to-date files for all children, safeguarding privacy of records and confidential information.
- Provide support in keeping a current inventory, including all supplies and equipment, and ordering supplies in advance to avoid unnecessary shortages, as well as assist in making a smooth transition of children into public and private school systems.
- Be familiar with and train all volunteers on the building safety and emergency evacuation plan, and observe all fire and sanitation code requirements; make sure all adults are familiar with the use and maintenance of fire extinguishers; conduct evacuation drills once every month; and assist in keeping the building and playground in clean and safe condition and good repair at all times.
- Assist in recruiting and enrolling eligible children and collecting all needed records with help from the Parent Committee, family, and Central Office staff.
- May participate in on-site and out-of-town training sessions (may include evenings and weekends).
- Responsible for obtaining a substitute aide whenever possible when unable to report to work, first checking for parents as volunteers.
- May assist in completing janitorial duties.
- Must be able to attain and/or renew a Child Development Associate (CDA) credential within two year years of hire, unless in possession of an associate or baccalaureate degree.
- Perform other duties as assigned.

DECISION MAKING AUTHORITY

Spending Authority: None.

Other Authority: None.

NECESSARY SKILLS AND KNOWLEDGE

- Ability to work with families from all socio-economic levels.
- Ability to work as a team with co-workers.
- Knowledge of applicable state and federal laws and requirements.
- Ability to work effectively with executives, managers, supervisors, employees, and employee representatives.
- Knowledge of program rules and requirements.
- Ability to maintain accurate, complete, and confidential records.
- Proficiency in computerized record keeping and reporting is a plus.
- Ability to communicate effectively verbally and in writing.
- Familiarity with Alaska Native cultures, particularly Tlingit, Haida, and Tsimshian.

MINIMUM QUALIFICATIONS (education, experience, skills)

- One (1) year of experience working with young children in a group setting
- High school diploma or equivalent
- Valid Driver's license

PREFERRED QUALIFICATIONS (education, experience, skills)

- Child Development Associate credential
- AAS degree in Early Childhood Education and one (1) year of experience working with young children in a group setting.
- Possess current 1st Aid/CPR certificate.

UNUSUAL PHYSICAL REQUIREMENTS OR RESTRICTIONS

The work is generally active, requiring a full range of motion including but not limited, routine walking, standing, bending, twisting, kneeling, sitting on the floor, and carrying of items and/or children weighing up to 60 lbs. The majority of work is performed in a pre-school classroom setting with a wide variety of children & people with differing functions, personalities, and abilities. Position will also require exposure to outside weather conditions. The center and outside playground are non-smoking areas.

CONDITIONS OF HIRE

- All employment at CCTHITA is “at will.” This means that the employee or CCTHITA may terminate employment at any time and for any reason, with approval from the Head Start Policy Council per Performance Standard 1304.50(d)(1)(xi). Unless specified in writing, no term of employment is expressed or implied for this position.
- CCTHITA is a no tolerance workplace. All regular employees must pass an initial and random drug and alcohol screening to be eligible for and maintain employment.
- CCTHITA requires a criminal background check for the safety of our clients. All employment offers in are conditional until CCTHITA has received a Federal criminal background check.
- If not a current 1st Aide/CPR holder, employee must obtain within 90 days of hire.
- Obtain State of Alaska Food Worker Card within 30 days of hire.
- Annual TB screens and bi-annual physicals.
- Be enrolled in a CDA credential program that will be completed within two years of hire or/have an associate or baccalaureate degree in any area or be enrolled in a program leading to such a degree.

This Job Description describes but is not an exhaustive list of the duties and qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature indicates that you have read this Job Description and understand the duties and of and qualifications for the job.

Employee Printed Name

Employee Signature

Date

Supervisor

Date