



# **DELAWARE TRIBE OF INDIANS**

## **JOB DESCRIPTION**

<b>Position:</b>	Teacher Assistant
<b>Department:</b>	Child Development
<b>Employment Status:</b>	Regular
<b>Class:</b>	Full-Time
<b>Location:</b>	Bartlesville, OK
<b>Immediate Supervisor:</b>	LELC Director

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### **GENERAL DESCRIPTION:**

The Assistant Teacher supports the Early Head Start classroom by helping to create a caring and safe environment for young children and assisting in activities to improve the overall care and quality of education. S/he must be able to communicate, listen and work well with others in a team environment. Assisting the staff in implementing a quality educational program and in developing positive relationships with the children and their parents, the Assistant Teacher observes and documents children's interest and progress, and relays that information back to parents and staff. Assistant Teachers are responsible for implementing developmentally appropriate activities based on children's interests and needs under the direction of the EHS Teacher and the LELC Director.

### **QUALIFICATIONS:**

- Minimum requirement of a High-School Diploma/GED

- Must obtain a minimum of a CDA within 18 months of hire
- Minimum of 20 hours training required annually
- Must have completed COVID-19 vaccination or willing to complete vaccination series within 45 days of hire.
- Meet and maintain all state and licensing requirements, accreditation criteria, and LELC policies
- Have no felony convictions or misdemeanor convictions for offenses relating to children or violence, and satisfactorily complete the required background check and drug testing
- Requires a high level of personal integrity and ethics
- Requires a high level of problem solving, organization skills, and must be a self-starter
- Requires good interpersonal, communication, and teamwork skills
- Requires a high level of confidentiality and flexibility.
- Ability to pass a criminal background check and drug screening
- Ability to actively engage children in play, which will require sitting, standing, bending, and minimal lifting of at least 40 pounds.
- Ability to actively engage children outdoors in various weather conditions

#### **DUTIES AND RESPONSIBILITIES:**

- Assists with the implementation of developmentally appropriate curriculum focusing on meeting the needs of the individual child, and of small and large groups of children.
- Actively engage in activities; manage cleanliness, order, and availability of classroom materials.
- Maintain frequent communications with parents through informal discussions and progress reports via Life Cubby.
- Assists Teachers with developmental summaries of children based on observation and interaction.
- Substitutes in the classroom as needed to ensure continuity of care for young children.
- Serves as a role model for best practice in the classroom through behavior modeling
- Maintains a safe classroom through adherence to EHS, OKDHS, NAEYC, QRS, CACFP, Caring for Our Children, and other safety standards.
- Maintains adherence to state and Head Start Performance standards for “teacher-to-child” ratios for their age group.
- Maintain personal professional development plan and Professional Development Ladder (PDL) to ensure continuous quality improvement as well as meeting OKDHS and EHS standards.
- Maintain client, employee, and agency confidentiality
- Represent the Tribe and LELC in a positive way to promote unity and be a positive role model for families, co-workers, and children
- Be willing to gain more knowledge, experience, and training in the field of Early Childhood Development by attending virtual and in person trainings
- Other duties as assigned by the LELC Director.

#### **INDIAN PREFERENCE POLICY:**

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Delaware and/or Indian Preference will be observed in hiring.