

**Karuk**

**Community**

**Development**

**Corporation**

## **Vacancy Announcement**

The Karuk Community Development Corporation is now accepting applications for the position of:

**Teacher Assistant**  
**(\$9-11.50/hour, depending on experience)**

This is a part time position working 7 hours per day in the Yreka Head Start Center.

The Teacher Assistant, under the general supervision of the Teacher/Center Supervisor, will participate and assist the teacher in program related responsibilities and activities including but not limited to: lesson planning, preparation of materials and the classroom environment for learning activities, participation, guidance, and supervision of children in program related activities in the classroom, on the playground, and field trips. Assist the teacher in observations and assessments. Maintain a safe and sanitary environment for children. Be able to communicate effectively and appropriately with parents/family for child related needs. Be able to take direction and follow detailed instructions, procedures, and submit required paperwork with accuracy within the allotted timeframe.

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/jobs/](http://www.karuk.us/jobs/) **Tribal (TERO)** and **Veteran's Preference** shall apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

**Individuals interested in applying for this position must submit an employment application to Sara Spence no later than 5pm, Friday, August 3, 2012.**

*Position Posted On: 6/5/2012 1:45 PM*

**POSITION DESCRIPTION**

**Title:** Teacher Assistant

**Reports To:** Teacher/Center Supervisor

**Location:** Yreka Center

**Salary:** \$9.00 to \$11.50 per hour, DOE

**Classification:** Part Time (7 hours/day), Non-Exempt, Non Entry Level

**Summary:** Under the general supervision of the Teacher/Center Supervisor, will participate and assist the teacher in program related responsibilities and activities including but not limited to: lesson planning, preparation of materials and the classroom environment for learning activities, participation, guidance, and supervision of children in program related activities in the classroom, on the playground, and field trips. Assist the teacher in observations and assessments. Maintain a safe and sanitary environment for children. Be able to communicate effectively and appropriately with parents/family for child related needs. Be able to take direction and follow detailed instructions, procedures, and submit required paperwork with accuracy within the allotted timeframe.

**Responsibilities:**

1. Shall assist the teacher in child observations, providing detailed information, dates, times and specific measures as required by the teacher.
2. Shall assist and participate in the child's developmental screenings, daily health observations, and supervise hand washing and tooth brushing.
3. Shall assist the teacher in evaluation of the child's social-emotional, physical, and cognitive development using defined tools, to identify readiness and/or potential risk factors of the children.
4. Shall assist the teacher in creating a developmentally appropriate, clean and safe classroom environment to facilitate active learning, self-expression, and discovery.
5. Shall assist the teacher in the preparation of daily and weekly lesson plans and materials for classroom activities.
6. Shall maintain accurate and consistent records of the playground and classroom inspection for health and safety.

7. Shall provide close supervision and safety of the children in the classroom, bathroom, playground, and field trips.
8. Shall maintain accurate records of the children's daily and monthly attendance, and in-kind.
9. Shall assist the teacher in completing two (2) parent contacts/home visits per year.
10. Shall report suspicions of physical, social and emotional abuse or neglect of children to the teacher, Deputy Director, or Director.
11. Shall perform the duties of the teacher as a substitute in the event of their absence.
12. Shall attend local and out of the area trainings, workshops, or conferences for professional growth and job related requirements. Shall attend all required staff/team meetings and functions as requested.
13. Other job related duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments, and have knowledge of the Karuk culture.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.
5. Have the ability to relate appropriately to 3, 4, and 5 year old children, parents/family members/ and staff.
6. Have the ability to read, write, and have adequate knowledge of child development.

**Requirements:**

1. Must possess high school diploma or equivalent.
2. Must have 6 units of early childhood education classes or possess or be willing to obtain a valid Child Development Associates (CDA) certificate or an AA Degree in Early Childhood Education and California Teacher Credentialing State issued permit within 1 year of employment.
3. Must have one (1) year experience working with children. A combination of training and/or experience which demonstrates a potential to perform the duties of the position will be considered.
4. Must be able to demonstrate sound and mature judgment.
5. Must possess a First Aid and Child CPR Certification.

6. Must possess valid driver's license, good driving record, and be insurable by KCDC's carrier.
7. Must adhere to confidentiality and Tribe personnel policies.
8. Must submit to a TB test annually and medical examination once every two (2) years.
9. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Policy Council/KCDC Board Approved: Revised August 2010**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_