



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	456-3425-001 456-3425-002 456-3425-003 456-3425-004 456-3425-005 456-3425-006 456-3425-007 456-3425-008 456-3425-009 456-3425-010 456-3425-011 456-3425-012 456-3425-013 456-3425-014 456-3425-015 456-3425-016 456-3425-017 456-3425-018	<b>Last Revised:</b>	05/25/2016
<b>Position Title:</b>	Teacher Assistant	<b>Department:</b>	Qualla Boundary Head Start and Early Head Start
<b>Reports to:</b>	HS/EHS Supervisor	<b>Division:</b>	Public Health and Human Services

**Primary Function:** Provides assistance and support to teachers in achieving goals, objectives, and performance standards of the Qualla Boundary Head Start and Early Head Start Program. Performs various duties in one-on-one and/or group activities which are educational, recreational, or developmental in nature.

- Job Duties and Responsibilities:**
- Participates in the development of lesson plans and creative activities for Head Start participants.
  - Assists teacher in preparations for and implementation of lesson plans and related activities.
  - Leads various activities such as circle time, recreation, singing, etc. as directed by the teacher.
  - Cleans and/ or sets up classroom for daily activities.
  - Assists in the preparation of materials and equipment for classroom use.
  - Greets children/parents and other classroom visitors.
  - Assists throughout the center to ensure a safe, healthy environment for the children to enhance learning experiences.
  - Facilitates transitions for children through preparation, explanation, and providing necessary support to minimize the negative impact.
  - Provides one-on-one assistance to children as required.
  - Fills in for teacher as requested in their absence.
  - Assists children, as needed with: personal hygiene, changing clothes, changing diapers\*, brushing teeth, washing hands, face, etc.
  - Assists with the enforcement of Head start policies, rules, procedure, and performance standards.
  - Oversees children at all times.
  - Completes administrative reports (attendance, accident, portfolio, educational files, etc.) as required.
  - Meets with parents as requested, to review child's progress.
  - Makes home visits as required.
  - Assists with serving meals and snacks.
  - Rides bus and assists with children as required on field trips, etc.
  - Dispenses emergency medication as directed.
  - Maintains a neat and orderly work area.

- Sanitizes toys, tables, floors, changes sheets\*.
- Performs duties according to established safety guidelines and tribal policy.
- Performs other duties as requested by supervisor.

**Education  
/Experience:**

High School Diploma or GED is required. Subject related training and staff development courses are required to remain current in the field. Must obtain early childhood credentials within one year, and continue education until a bachelor's degree is obtained. Completion of specified certification and/or CDA training is preferred to prepare for the position. Three to six months are required to become proficient in most phases of the job.

**Job Knowledge:**

Must have a thorough knowledge of the policies, procedures, guidelines, and performance standards of the Head Start program. Must be familiar with the development stages of children. Must know all applicable health, safety, and psychological needs of children. Must know all applicable health, safety, and environment rules, regulations and requirements. Skill in the use of all assigned equipment, including: basic office equipment, cleaning, kitchen, and laundry equipment is required. Must have good communication skills, both written and verbal. Must have computer skills and know specified software applications. Require the ability to assist in the development of lesson plans and creative activities. Must be familiar with the Eastern Band of Cherokee Indian culture, lifestyles, and health risks.

**Contact with  
Others:**

Interact frequently with children, staff, and parents, requiring that a positive working relationship be maintained at all times. Tact, courtesy, and sensitivity to others are necessary. Must obtain/ share information, respond to questions, and gain the cooperation of others.

**Confidential Data:**

Has access to highly confidential information of program participants, their families, health, etc. which requires much discretion. Must follow all applicable confidentiality guidelines and tribal policies.

**Mental /Visual  
/Physical Effort:**

Close attention to detail is required while planning lessons, teaching, supervising children. Physical requirements include walking, reaching, kneeling, bending, manual dexterity, and visual acuity. Moderate lifting, with occasional heavy lifting is required. Must be able to speak and hear. Playground activities include running, climbing, and more strenuous movements.

**Environment:**

Classroom and outside conditions are present. Exposed to potentially contagious diseases requiring the use of standard precautionary procedures.

**Responsibility for  
Accuracy:**

Most errors would be detected within subsequent procedure, proofing and review activities. Failure to detect errors could have minimal results, or be damaging to parent relations or the program evaluation.

**Resourcefulness &  
Initiative:**

Must follow well defined procedures, guidelines, and policies. Must use planning, creativity, resourcefulness and initiative to complete tasks efficiently. Problem solving and judgment are required to respond appropriately to situations.