



Eastern Band of Cherokee Indians

TEACHER ASSISTANT

Position Description

Program:	Qualla Boundary Head Start & Early Head Start	Reports to:	Supervisor - Head Start/Early Head Start
Division:	Public Health & Human Services	Position Number:	945634251; 945634252; 945634253; 945634254; 945634255; 945634256; 945634257; 945634258; 945634259; 945634210; 945634211; 945634212; 945634213; 945634214; 945634215; 945634216; 945634217; 945634218
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	6	Safety Sensitive:	No

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

Provides assistance and support to teachers in achieving goals, objectives, and performance standards of the Qualia 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. Is actively engaged and playing with children and assists with classroom activities.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Participates in the development of lesson plans and creative activities for Head Start/Early 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.
- Helps all children with vocabulary and learning new words through conversations and interactions in the classroom.
- 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.

Position Description

- 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, and changes sheets.
- Performs duties according to established safety guidelines and Tribal policy.

Scope of Supervision:

This position is supervised by program leadership. This position is not responsible for supervising others.

MINIMUM MANDATORY QUALIFICATIONS

Education: High School Diploma or GED Equivalent required.

Licenses & Certifications: Valid, insurable NC Driver's License required. Must obtain early Childhood Development Associate credential (CDA) within 1 year of hire. Proof of vaccination status is required by Head Start Performance standards. All Head Start and Early Head Start staff are required to be fully vaccinated by January 31, 2022.

KNOWLEDGE, SKILLS, & ABILITIES

Key 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 developmental ages and stages 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.
- In Service and Pre-Service trainings are required.
- Three (3) to six (6) months are required to become proficient in most phases of the job.

Safety/Accuracy Focus:

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.

Key Relationships:

Interacts 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.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. 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.

Discretion – Confidential Data:

TEACHER ASSISTANT

Position Description

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. 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.

Complexity of Duties:

This position includes completing tasks of varying complexity levels.

PREFERRED QUALIFICATIONS

No other preferred qualifications.

WORK ENVIRONMENT

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

**Mental/Visual/
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Moderate lifting, with occasional heavy lifting is required. Close attention to detail is required while planning lessons, teaching, supervising children. Physical requirements include walking, reaching, kneeling, bending, manual dexterity, and visual acuity. Must be able to speak and hear. Playground activities include running, climbing, and more strenuous movements.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

Background Investigation: All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

Drug Screening: All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

TEACHER ASSISTANT

Position Description

ACKNOWLEDGMENT

I have reviewed the content of the **Teacher Assistant** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date