

Santee Sioux Nation Head Start

Afternoon Teacher Aid – 3 Year Room

Temporary position possibly becomes a full-time permanent position within 90 days

Minimum requirements: A high school diploma/GED or higher, CDA (Child Development Associate Credential) or higher and if you do not possess one of the requirements, you must commit to continue obtain a CDA or AA degree

Rate of Pay: \$16.95 - \$18.00 per hour depending upon qualification.

40 hours per week, 8:00 am – 4:00 pm alternating every 6 weeks, 8:30 – 4:30 pm and possibility year-round depending upon grant approval 52 weeks per year (221 days)

Position Title: Afternoon Teacher Aid – Head Start 4 year room

Position Purpose:

Assist the morning teachers in a supportive role carrying out developmentally appropriate activities. Promote the health, nutrition and education of the children and to attend to their safety and welfare.

Job Responsibilities

- Assist in setting up the environment in the afternoon for activities for the afternoon
- Observe and record behaviors of children to assist the morning teachers in the identification of each child's strengths and areas to grow
- Following the morning lesson plans, assist with lesson planning for the afternoon activities gathering all supplies and materials needed for the activities
- Follow a consistent schedule which includes, small and large group experiences, free time, music and movement and large and small motor activities
- Assist with meals setting at a table and nap time
- Ensure all back packs/bookbags and caps, coats, etc are sent home daily
- Rotate bus monitor scheduling for afternoon route home and ensure children are in the appropriate restraints
- Pick up classroom and put toys, books, and other materials are put away at the end of each day
- Ensure children follow classroom and outside rules
- Assist with diaper changing following a schedule or when needed

Professional Development

- Attend and participate in training onsite or virtual and appropriate professional development activities
- Attend and participate in staff meetings and teacher meetings
- Some trainings may require out of town or overnight
- Must commit to continue with your Early Childhood Education degree or obtain your Child Development Associate Credential (CDA) after the first year of employment and be in good standing with colleges (do not owe a bill, request transcripts etc)

Physical Abilities

- Frequent kneeling, bending at waist, sitting on floor also frequent getting up and down to assist children on/off bus and in the classroom
- Occasional lifting up to 50 pounds

Indian Preference Act

Preference in hiring is given to qualified Native Americans in accordance with the Indian Preference Act. Applicant's claiming "Indian Preference" must submit along with their application, verification of enrollment and or enrollment of their spouse in a Federally Recognized Tribe Indian.

Veteran's Preference

Preference inhering is given to qualified Veterans who have serve in our Armed Forces and have been honorably discharged. Applicants must submit along with their application a copy of their DD214. Active National Guard members must submit a copy of their Military Identification.

Special Employment Conditions

- Satisfactory results of extensive background checks, personal are required to submit to a initial and yearly background throughout their employment. This includes checks with the State Centra Registry Child and Adult Abuse/Neglect and Criminal history checks with the State Patrol and Federal Bureau of Investigations.
- Retain a valid drivers' license and satisfactory driving record, personnel are at times required to use their personal or government vehicle. Current copies of a driver's license and personal vehicle insurance must be maintained on file with the manager
- Satisfactory results of initial and random drug testing, personal are required to submit to an initial drug test within one week of their hire date and are subject to the Santee Sioux Nation Drug Free Workplace Policy Act and random drug testing throughout their employment
- Contact HR Director Sidney Tuttle, 402-857-2302 or Joyce Thomas, Head Start Director 402857-2738

Approved;
[Signature] 10/12