

CHEMEHUEVI INDIAN TRIBE
P. O. Box 1976
Havasu Lake, CA 92363
Tribal Employment Rights Office (TERO): Phone (760) 858-5100
dir.tero@cit-nsn.gov

INDIAN PREFERENCE POLICY: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472).

Classroom Assistant – Head Start Bus Monitor

STATUS: Permanent/Full Time/Non-Exempt
DEPARTMENT: Head Start
REPORTS TO: Teacher
SALARY RANGE: \$11.00 to \$14.00 per hour, DOQ
Closing Date:

Duties and Responsibilities:

- Assist in implementing Head Start Performance Standards.
- Assist in screening children in all Developmental Areas using standardized screening tools.
- Assist in assessing children in all learning domains throughout school year.
- Assist in writing appropriate goals for children and tracking progress.
- Assist in implementing developmentally appropriate curriculum daily.
- Assist in establishing and maintaining a developmentally appropriate classroom environment.
- Assist in maintaining compliance with all health and safety codes.
- Maintain strict confidentiality.
- Individualizing activities based on children's needs and interests.
- Ensure inclusion of children with disabilities in all appropriate classroom experiences.
- Maintaining records.
- Utilize positive guidance techniques to effectively manage a preschool classroom.
- Participate in child/family staffing.
- Participate in parent events as requested.
- Assist Transportation Specialist to promote safety.
- Work cooperatively with all Head Start staff and parents.
- Attend meetings, trainings, etc. as requested.
- Take direction from Teacher.
- Assist bus driver with transportation of children.
- Escorting students to and from Lake Havasu on Ferry Boat.
- Other duties as assigned.

Qualifications:

- Have a High School Diploma or GED.
- Knowledge of Head Start Philosophy and Performance Standards.
- Possess good oral and written communication skills.
- Ability to work with minority cultures, low-income families, and children with disabilities.
- Skills in basic computer processes.
- Skill in working as part of a team.
- Obtain First Aid/CPR and Food Handlers cards within 90 days.
- Within 6 months of hire, meet all pre-requisites for CDA and enroll in a program to receive a CDA credential.

Other Requirements:

- Pass a pre-employment drug test and background clearance.
- Possess a valid driver's license.
- Pass a post-employment physical exam including a test for Tuberculosis.