

Sisseton-Wahpeton Oyate

Job Description

Job Title: Teacher's Aide/Dakota Language Teacher

Content Area: Education & Early Childhood Development/Safety

Supervision: Under the immediate supervision of the Education Manager with overall supervision of the Head Start Director.

Standard Employment: 8 hour shift

8:00-4:30 pm, Monday-Friday

September-Mid-May

General Description: The teacher is responsible for providing a safe and healthy environment and developmentally appropriate learning opportunities in accordance with the Head Start Performance Standards, 45 CFR 1304.20, 1304.21, 1304.22, 1304.23 and 1304.24 for young children entrusted to them. The Dakota language and culture is an integral part of the curriculum, therefore it is the responsibility of the teacher to plan cultural activities that will assist the child in developing a positive self-image and gaining knowledge of our heritage.

Major Duties and Responsibilities:

A. Safety and Sanitation:

1. Assist teacher and teacher in complying with safety, sanitation and other guidelines for serving enrolled children
2. Assure that children are dressed appropriately for the weather and type of play in which they are engaged. During the winter months the teacher aid must assist with making sure the children are buttoned up with hats.
3. Model and encourage appropriate health and safety habits to encourage social competence.
4. Assure that children are supervised at all times. No child will ever be left alone.

Schedule Plan and Transition:

1. Responsible for planning and implementing activities for children and parents for monthly Family Fun Nights.

Communication:

1. Provide environment that supports and encourages verbal interaction between and among children and adults that allows freedom of expression.

2. Talk to children using descriptive language and behaviors especially during meals and other daily activities or when child is upset or in conflict with another child.
- 3 Encourage expression of feelings.
- 4 Interact with children at the child's level.
- 5 Will provide weekly updates to Director and Education manager.

Self-Esteem:

1. Provide opportunity for children to solve problems on their own.
2. Use daily routines to help children master self-help skills and to feel competent.
3. Assist teacher in providing meaningful culturally relevant activities.
4. Support and encourage children's natural curiosity about people and objects in their environment with Dakota Language.

Individualization:

1. Record observations and assessments three times per year to define areas in which the child may need additional assistance and write individual plan for each child that includes summaries of the child's progress and place in child's file for Dakota Language.

Qualifications:

1. Must be willing to learn, speak and promote Dakotah language and Dakotah culture in the classroom.
2. Prefer two (2) years of applicable experience with some training in emergency procedures.
3. Must possess a minimum of a High School Diploma or GED and work towards a CDA in Preschool Endorsement or Dakota Language Certificate.
4. Must enjoy working with preschool aged children and their families.
5. Ability to work with parents of pre-school age children and must be non-judgmental.

Job Requirements:

1. Must be willing to learn, speak and promote Dakotah language and Dakotah culture in the classroom.
2. Attend staff meetings, Dakotah language classes, in-service training and other career development activities both locally and out-of-the area.
3. Must sign a background check permission form to permit a background check at the state and federal level that indicates no convictions of child abuse/child neglect or any violent crimes.
4. Contact Education Manager or Head Teacher/Assistant Education Manager when sick. In the absence of Education Manager or Head Teacher/Assistant Education Manager, contact Head Start Director.

5. Requests for approval of annual leave (three days in advance) from Education Manager, in absence of Education Manager Leave must be requested from Director.
6. Assist teacher in the maintenance of inventory for classroom and inform teacher of damaged or missing items.
7. Perform other duties as needed or assigned by the organization
8. Must have good work ethic, time and attendance
9. Must complete CPR and First Aid training within 90-days of hire.
10. Must live and promote an alcohol and drug free lifestyle.
11. Must have physical and TB test.
12. Must submit to a drug test.
13. Must submit three letters of reference with application for employment.
14. Must sign Confidential Statement upon hire and adhere to policy.
15. Indian preference applies.

Approved  Date 6/4/24

Revised and Approved by Policy Council June 01, 2026

