

# Sisseton Wahpeton Oyate

## Job Description

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**Job Title:** Teacher Aide

**Content Area:** Education and Early Childhood Development

**Supervision:** Under the immediate supervision of the Education Manager, in absence of Education Manager is under the supervision of Head Teacher/Assistant Education Manager, with overall supervision of the Head Start Director. In classroom reports to and is supervised by the classroom teacher.

**Standard Employment:** 8 hour shifts – 8 a.m. to 4:30 p.m. Monday - Friday  
1480 hours per program year. Late August - early May

Duration Teaching Staff: Late August – June 30<sup>th</sup> 1768 hours

**General Description:** The Head Start teacher aide is responsible for **assisting** the teacher in providing a safe and healthy environment and developmentally appropriate learning opportunities for the young children entrusted to them. The teacher aide must consult and cooperate with the parent/family who has temporarily delegated the responsibility for the care and development of their child to the classroom staff. The teacher aide, in the absence of the teacher, must provide leadership and direction to other staff within the classroom and cooperate with other staff in providing services for the children and their parents/family. The Teacher Aide Rover will assist in the classrooms during lunch and morning and afternoon breaks of the teachers and teacher aides.

### **Major Duties and Responsibilities:**

#### **Safety and Sanitation:**

1. Assist the teacher in complying with safety, sanitation and other guidelines for serving enrolled children.
2. Assure safety, sanitation procedures and precautions are taken to limit the spread of infectious disease and assist teacher with Monday morning head checks.
3. 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 caps.

4. Model and encourage appropriate health and safety habits to encourage social competence.
5. Assure that children are supervised at all times. **No child will ever be left alone.**
6. **Must ride the bus in the morning and afternoon as a bus monitor**
7. Comply with safety and sanitation policies and other program policies and guidelines for serving children enrolled in the program and post required policies in classroom i.e. fire drill plan, incident reporting, emergency telephone numbers, etc.
8. Assure that safety and sanitation procedures and precautions are taken to limit the spread of infectious disease (hand washing, cleaning tables, toys etc.)

### **Physical Arrangement:**

1. Assist the teacher in the set up and maintenance of a welcome and appropriate environment.
2. Assist the teacher in the creation of developmentally appropriate and well-defined activity areas in the classroom.
3. Assure sufficient and appropriate materials are displayed in an orderly and accessible fashion.
4. Ensure indoor/outdoor areas are safe and secure and provide a variety of opportunities for children to explore.

### **Schedule, Plan and Transition:**

1. Assist the teacher in planning and complying with appropriate child activity plan.
2. Assist in the planning and implementation of weekly activities.
3. Assist the teacher in implementing transition activities to assist the children with changes in the environment.
4. Comply with time schedules and respect the needs of the individual child.
5. Assist in providing predictable, consistent routines, as they are a vital part of the child's learning experience to help him gain a sense of security.

### **Communication:**

1. Assist in providing an environment that encourages interaction between and among children and adults.
2. Talk to children, especially during meals and other care giving routines or when the child is upset or in a conflict with another child.
3. Encourage expression of feelings.

### **Guidance:**

1. Encourage age and developmentally appropriate problem solving techniques and skills. Help children learn how to think not what to think.

2. Provide children with opportunities to develop self-help skills. **Family style feeding is required.**
3. Promote interaction with other children, encouraging use of words.
4. Set reasonable and appropriate limits and rules for children's behavior and explain why to the children.
5. Inform, remind and assist children in learning appropriate behavior.

### **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.
5. Spend individual time each day with every child in your primary care group.

### **Individualization:**

1. Assist teacher in conducting two home visits per child and two parent teacher conferences at which time parents will be informed and involved in planning, implementing and evaluating services and activities.
2. Assist teacher in promoting parent/family education to reinforce learning and development at home.
3. Assist teacher in observations of children in the classroom.
4. Provide services that respect child's individual differences and special needs.
5. Be willing to participate in the goal settings and observations in Practice Base Coaching model
6. Awareness of what CLASS observation tool is and how to implement into the classrooms.

### **Resource Development:**

1. Participate in learning experiences for personal growth and professional development.
2. Actively participate and assist the teacher in all aspects of planning.
3. Exhibit knowledge of laws regarding the abuse and neglect of children and report suspected mistreatment in accordance with state law and Head Start policies.

### **Team Effectiveness:**

1. Conduct self in a respectful, cooperative manner when interacting with parents, co-workers, and others and constructively represent SWO Head Start program.

2. Participate in all SWO Head Start meetings as directed, including parent meetings and keep informed as needed to work effectively with others.
3. Knowledgeable about and comply with Head Start policies and other applicable laws and regulations.
4. Provide information in a timely manner as directed by supervisor.
5. Protect and comply with the confidentiality of information regarding the children, parents and other staff members as defined in the SWO Head Start policy and the Head Start Performance Standards. **Any violation** of this policy is grounds for termination.
6. 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.
7. Requests for **approval of annual leave (3 days in advance)** from Education Manager, in absence of Education Manager Leave must be requested from Director.
8. Assist teacher in the maintenance of inventory for classroom and inform teacher of damaged or missing items.
9. Perform other tasks as directed by supervisor or Director in order to ensure quality services are provided to the children enrolled in the program.
10. Ride the bus as needed and adhere to bus protocols

**Qualification:**

1. Must have a high school diploma or GED certificate and work toward CDA Preschool endorsement, some classes will be Monday evening with interactive technology
2. Must enjoy working with preschool aged children and their families.
3. Ability to communicate effectively with staff, parents, and community members.
4. Must be in good health and physically capable of lifting, running, skipping, jumping, crawling and playing with three to five year-old children.
5. Ability to adapt and be flexible in a variety of situations and have sensitivity and appreciation for the healthy development of young children.

**Job Requirements:**

1. Must be willing to learn, speak and promote Dakota language and Dakota culture in the classroom.
2. Attend staff meetings, Dakota language classes, in-service training and other career development activities both locally and out-of-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. Must complete CPR and First Aid training within 90-days of hire.
5. Must live and promote alcohol and drug free lifestyle.
6. Must have physical and TB test.

7. Must submit to drug test.
8. Submit three letters of reference with application for employment.
9. Must sign Confidential Statement upon hire and adhere to policy.
10. Indian preference applies.

Approved Myra Thompson Date 9-26-19