

Vacancy Announcement

Title: Head Start Assistant Teacher

Reports To: Teacher

Location: Yreka Center

Salary: \$12.00 to \$15.00 per hour

Classification: Part Time (7 hours per day), Non-Exempt, Non Entry Level

Application Deadline: August 17, 2018

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/
The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-1611, Email: tparry@karuk.us

Karuk Tribe Application Checklist

To ensure that your application will be properly considered for employment with the Karuk Tribe, you **MUST** attach documentation for the information that is requested on the employment application form.

The Tribe's Human Resources department is not responsible for ensuring your application is complete upon submission.

- ✓ **Enrollment Documentation** – to be considered for Tribal Preference you **must** attach documentation of your enrollment with a federally recognized tribe. The Tribe's Enrollment department is not allowed to submit your documentation for you.
- ✓ **Veterans Preference** – You **must** attach a copy of your DD-214 to be considered for Veterans Preference. Without this documentation you will not be given Veteran's Preference.
- ✓ **Employment History** – You should completely fill out your employment history even if you attach a resume with your application. It is important to include all information that is requested in this section.
- ✓ **Education** – You **must** attach copies of your educational achievements including certifications, special training certificates, degrees, vocational certifications or other types of education that you have to document that you meet specific job description requirements.
- ✓ **Driver's License** – You must provide the state and number of your Driver's License on your application. 99% of jobs at the Karuk Tribe require a Driver's License. Your application will be withdrawn from consideration without this information. If you do not have a Driver's License but expect to have one in the near future you should write down when you expect to have it.
- ✓ **References** – You **must** include at least three (3) references on your application including their contact information.
- ✓ **Signature** – You must sign your application or it will be withdrawn from consideration for employment with the Karuk Tribe.
- ✓ **Resume** – while not required, it is a good practice to include a resume with your application.
- ✓ **Cover letter** – while not required, it could prove beneficial to include a short cover letter with your application.
- ✓ **Reference Letters** – while not required, it could prove beneficial to submit reference letters from former employers, associates or other individuals who you have worked with.

For further job opportunity referrals be sure to complete the TERO Skills Bank application! Contact the TERO Department or go online to www.karuk.us and click on the TERO page.

POSITION DESCRIPTION

Title: Head Start Assistant Teacher

Reports To: Teacher

Location: Yreka Center

Salary: \$12.00 to \$15.00 per hour

Classification: Part Time (7 hours per day), Non-Exempt, Non Entry Level

Summary: The Assistant Teacher works closely with the Teacher on program related activities and in providing activities in the classroom, on the playground, and during field trips, prepares classroom materials and plans, and assists in observations and assessments. The Assistant Teacher will coordinate with the Teacher to provide a safe, fun, and quality learning experience that promotes independence, curiosity, decision making, cooperation, creativity, and problem solving for pre-school children ages three to five.

Responsibilities:

1. Assists the teacher in child observations and assessments providing detailed information, dates, times, and specific measures as required by the teacher.
2. Shall assist and participate in the child's developmental screenings, daily health observations, and supervise hand washing and tooth brushing in accordance with the Karuk Head Start Policies.
3. Shall assist the teacher in evaluation of the child's social-emotional, physical, and cognitive development using defined tools to identify school readiness and/or potential risk factors of the child.
4. Assists the teacher in creating a developmentally and age appropriate, clean, and safe classroom environment that promotes independence, curiosity, decision making, cooperation, creativity and problem solving.
5. Shall assist the teacher in the preparation of daily and weekly lesson plans, materials, and classroom activities that provide quality learning experiences for the children and shall perform the duties of the teacher as a substitute in the event of their absence.
6. Shall maintain accurate and consistent records of the playground and classroom inspection for health and safety and provide those records monthly to the HNT Coordinator.

7. Assists the Teacher in providing close supervision and ensuring the safety of the children in the classroom, bathroom, on the playground, and during field trips and shall ensure that all children signed in are present and accounted for at all times; shall maintain accurate records of the children's daily and monthly attendance.
8. Shall encourage parents and others to provide in-kind services and ensure that all in-kind is documented and provided to the Head Start Director on a monthly basis.
9. Shall report suspicions of physical, social and emotional abuse or neglect of children to the teacher, Director, or appropriate county or law enforcement agency.
10. Shall attend local and out of the area training, workshops, or conferences as required for professional growth and job related requirements. Shall attend all required meetings and functions as requested.
11. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Cultural Competency: Ability to work effectively with Native American people in culturally diverse environments and have some knowledge of the Karuk culture.
2. Professionalism: Is aware of the potential impact of own attitudes and behaviors and makes appropriate adjustments to assure that communication with children, parents, and other staff is purposeful, respectful, and appropriate. Demonstrates respect, honesty, integrity, and fairness to all. Follows policies and procedures and is knowledgeable of the Head Start Program Performance Standards.
3. Teamwork: Strives to be "solution-focused" and presents challenges with recommendations for solutions that best meet the needs of Karuk Head Start children, parents, and staff. Maintains constructive team relationships, coordinates effective goals and identifies/plans ways to successfully work together. Demonstrates flexibility and adaptability to change.
4. Program Support: Supports, cooperates, and assists to meet the goals of all components of the Karuk Head Start Program in accordance with the Head Start Program Performance Standards. Establishes and maintains an effective working relationship with parents, co-workers, and KCDC staff.
5. Professional Development: Participates in ongoing professional development including training and meetings as determined by the Head Start Director.

Requirements:

1. Must possess an AA or BA in Early Childhood Education or related field or enrolled in a program that will lead to an AA or BA in Early Childhood Education or related field; **OR** high school diploma or equivalent and a CDA Center Based credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential for Center Based programs; **OR** enrolled in a CDA Center Based credential program to be completed within two years of the time of hire.

2. Must have one (1) year experience working with children ages 3 to 5. A combination of training and experience which demonstrates a potential to perform the duties of the position will be considered.
3. Must be certified or able to be certified in First Aid and Child CPR within one-month of hire and must have the ability to be recertified as required.
4. Must possess a valid driver's license, good driving record, and be insurable by KCDC's carrier.
5. Must sign and adhere to the Karuk Head Start Handbook, Employee Conduct, and Confidentiality Statement, and the Karuk Tribe Personnel Policies.
6. Must be available for local and out of area travel as required for job related training, meetings, and other functions as required or as requested.
7. Must successfully pass TB test (with negative results), pre-employment drug and alcohol screening and fingerprint criminal background check. Must be willing to submit to periodic rescreen for TB and fingerprinting.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Policy Council Approved: 7/19/2018

KCDC Approved: 7/31/2018

Tribal Council Approved: 8/2/2018

KCDC Chair Signature: _____ **Date:** _____

Chairman's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____