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**Karuk Community Health Clinic**

64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

# Karuk Tribe

**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

## Vacancy Announcement

(Internal Posting)

**Title:** Karuk Head Start Teacher Aide

**Reports To:** Teacher

**Location:** Happy Camp, CA

**Salary:** \$16.00 to \$18.00 per hour, DOE

**Classification:** Full-Time (8 hours per day), 10-months per year, Non-Exempt, Entry Level

**Summary:** Under the general supervision of the Teacher, the Teacher Aide will participate and assist the teacher in program related responsibilities and activities including but not limited to participation, guidance, and supervision of children in program related activities in the classroom, on the playground, and field trips. Maintain a safe and sanitary environment for children. Be able to take direction and follow detailed instructions, procedures, and submit required paperwork with accuracy within the allotted timeframe.

## **Skills Test Required Prior to Interview**

**Application Deadline: November 24, 2021**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) 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](http://www.karuk.us) or by contacting the Human Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855)437-7888 or (530) 493-5322, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

**Title:** Karuk Head Start Teacher Aide

**Reports To:** Teacher

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**Responsibilities:**

1. Shall assist children with hand washing, meal times, and tooth brushing.
2. Shall assist the teacher in creating a developmentally appropriate, clean and safe classroom environment to facilitate active learning, self-expression, and discovery.
3. Shall assist in child observation as required by the teacher.
4. Shall assist in maintaining accurate daily inspections of the playground, classroom, and facility for health and safety.
5. Shall provide close supervision, maintain head start ratios to ensure the safety of the children in the classroom, bathroom, playground, and field trips.
6. Shall clean and sanitize the environment daily.
7. Shall provide the teacher and teacher assistant lunches and breaks.
8. Shall report suspicions of physical, social and emotional abuse or neglect of children to the Teacher, Director, or appropriate county or law enforcement agency.
9. Shall attend local and out of the area trainings, workshops, or conferences for professional growth and job related requirements. Shall attend all required staff/team meetings and functions as requested.
10. Shall be polite and maintain a priority system in accepting other 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 is able to adapt 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 high school diploma or equivalent.
2. Must have 6 units of early childhood education classes or within 1 year of employment.
3. Must have one (1) year experience working with children. A combination of training and/or experience which demonstrates a potential to perform the duties of the position will be considered.
4. Must be able to demonstrate sound and mature judgment.
5. 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.
6. Must sign and adhere to the Karuk Tribal Head Start Handbook, Employee Conduct, Confidentiality Statement, and the Karuk Tribe Personnel Policies.
7. 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.
8. Must submit to an initial medical examination and TB test. Must be willing to submit to a periodic rescreen for TB.
9. Must successfully pass a pre-employment drug screening test and fingerprint criminal background check. Must be willing to submit to periodic fingerprinting rescreen.

**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.

**KCDC Approved:** 7/10/19, 7/8/21, 8/11/21

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**Tribal Council Approved:** 7/16/19, 2/5/2020, 7/14/21, 8/16/21

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**KCDC Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chairman's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_