



QUECHAN INDIAN TRIBE

Fort Yuma Indian Reservation

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 919-3661

POSITION DESCRIPTION

Position: Teacher Assistant

Work Year: 43 weeks/7 hours per day

Salary: \$15.34 Per Hour Non-Exempt

Opening: Tuesday, September 6, 2022

Closing: Open Until Filled

BASIC FUNCTION:

This position works under the direct supervision of the Head Start Education Mentor Coach and Teacher. The Teacher Assistant will assist with the daily classroom activities and help maintain a safe and clean learning environment for three and four year old children. The Teacher Assistant will assist the Teacher in coordinating and integrating educational activities with all other Head Start components. May assume the responsibility of the classroom when the Teacher is absent.

DUTIES AND RESPONSIBILITIES:

- Assist in developing the weekly Lesson Plans prepared and implemented in accordance with the Head Start Performance Standards objectives.
- Assist with overall supervision and bus monitoring of children during Head Start sessions and services. This includes classroom time, indoor/outdoor play, meal times, in lavatories and when other activities occur.
- Assists in supervising children with all planned activities in the classroom, other settings and outdoor play.
- Assists Teacher in preparing daily educational lesson and monthly progress reports.
- Ensures a safe and clean indoor and outdoor environment for all children.
- Participates in all program activities that are scheduled by Head Start and must sometimes work varied schedules to meet the needs of children, parents and families. . These activities may occur outside of the regular working hours on weekends and evenings.
- Attends scheduled in-service and pre-service training both on and off site.
- Performs other related duties as assigned.
- Shall attend not less than 15 clock hours of professional development per year.
- Must attend CDA coursework and continue formal education for AAS degree.
- Random drug testing.

QUALIFICATIONS:

- High School Diploma or GED.
- Previous experience with Head Start or Parent Community work preferred.
- Must be at least 18 years of age.
- At a minimum, have a CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, are enrolled in a CDA credential program to be completed within two years of the time of hire.
- Must have valid driver's license and be insurable by the Tribe.
- Be self-motivated and show an appreciation of children and education. Must be willing to participate in career development related to Head Start.
- Ability to physically and mentally keep up with three or four year old children, i.e. outdoor activities, floor play, nature walks, exercises.
- Must be punctual, dependable, and not have a record of excessive absences.
- Must possess good verbal and written skills and demonstrate ability to maintain confidential information.
- Must pass yearly physical to include TB skin test.
- Must obtain and maintain CPR/First Aid certification and Food Handlers Certifications.
- Must be able to obtain a fingerprint clearance card.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

350 Picacho Road

Winterhaven, CA 92283

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 919-3661

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.