OPEN UNTIL FILLED

The Klamath Tribes

EXEMPT___
NON-EXEMPT _X_

JOB DESCRIPTION

POSITION:	**EARLY CHILDHOOD DEVELOPMENT CENTER TEACHER'S ASSISTANT II**
RESPONSIBLE TO:	Early Childhood Development Center Lead Teacher
SALARY:	$11.10 per hour/No Benefits/NTE 950 hours per calendar year
CLASSIFICATION:	Non-Management, Temporary, Part-Time
LOCATION:	**EARLY CHILDHOOD DEVELOPMENT CENTER** 318 South Chiloquin Blvd. Chiloquin, OR 97624

INTRODUCTION

The Primary purpose of this position is to provide daycare for infants, toddlers, and young children. The Teacher's Assistant II is responsible for providing a safe and developmentally appropriate daycare program for the children of the Klamath Tribal Community, in accordance with all policies and procedures of The Klamath Tribes. The Teacher Assistant II will ensure that equipment and facilities are clean, safe, and well maintained. The age group and position placement will be dependent upon experience and need.

MAJOR DUTIES AND RESPONSIBILITIES

1. Plan and implement age appropriate activities to meet the physical, emotional, intellectual, and sociological needs of the program children.

2. Ensure that the facility and it's equipment are clean, well maintained, and safe at all times

501 Chiloquin Blvd. – P.O. Box 436 – Chiloquin, Oregon 97624
(541) 783-2219 – Fax (541) 783-2029

3. Be familiar with and able to explain emergency procedures to children and visitors.

4. Ensure children are supervised at all times.

5. Effectively communicate the daycare facility program information to the public.

6. Perform receptionist duties on an as needed basis. This includes receiving incoming telephone calls and directing them to appropriate personnel. Other duties would include filing, faxing and photocopying documents.

7. Attend daycare facility events which may be held on the-weekend or in the evening, as necessary.

8. Keep parents informed of program expectations, program activities, and their child(ren)'s progress.

9. Provide various cultural and age appropriate experiences and activities for toddlers and children including songs, games, and storytelling.

10. Develop daily activity plans.

11. Clearly and effectively communicate instructions in an age appropriate manner.

12. In accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005-003, all Tribal staff are considered a Mandatory Reporter.

13. In addition to the Tribal Juvenile Ordinance and General Council Resolution, the Oregon Revised Statutes (ORS) 419B.010 identifies this position as having the duty to report child abuse.

14. Other duties, as assigned.

SUPERVISORY CONTROLS

Work is performed under the instructional supervision of the Early Childhood Development Center Lead Teacher. Work is normally assigned in terms of objectives to be achieved, according to standard procedures utilized by the ECDC facility. Detailed instructions will be provided on assignments. Recurring assignments are carried out independently by the employee. New or unusual situations are to be discussed with Lead Teacher.

Overall program supervision is provided by the Early Childhood Development Center Supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to communicate well with individuals and groups in both written and oral form. Must be able to present instructions to children of all ages, in a group setting or individual basis.

Ability to accomplish tasks in accordance with established policies, procedures, practices, and priorities of the Early Childhood Development Center, the Education and Employment Department, and The Klamath Tribes.

Ability to organize, plan, and prioritize workload, using one's own initiative.

Ability to maintain **strict confidentiality** of client information.

WORKING CONDITIONS

The imposed conditions which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, with demands on one's senses and metal capacity.

Physical Demands (The nature of physical effort leading to physical fatigue)

- Caring for children can be physically demanding. The Teacher's Assistant II may be lifting and carrying children and equipment. May spend time sitting on the floor or child sized furniture. The position will be expected to clean and maintain equipment and facility. May move throughout the community with children. The Teacher's Assistant II may come in contact with children who are ill and/or contagious and must take precautions to ensure the health and safety of all children, parents, staff, and self.

- Environmental Conditions (The nature of adverse environmental conditions affecting the incumbent) The Teacher's Assistant II will be working in a busy and occasionally noisy environment. There may be multiple activities and situations occurring at once; the Teachers Assistant II will have to supervise all children at all times.

Sensory Demands (The nature of demands on the incumbent's senses)

- The Teacher's Assistant II may experience smells associated with toileting and ill children. There may be times that the environment is noisy and busy.

- Mental Demands (Conditions that may lead to mental or emotional fatigue) Caring for children can be stressful. The Teacher's Assistant II must ensure that children are supervised at all times and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the Teacher's Assistant II must be prepared to handle accidents and emergencies at any time.

QUALIFICATIONS, EXPERIENCE, AND EDUCATION

- High School Diploma or GED **REQUIRED**. *(Copy of degree or transcripts must be submitted with application.)*
- Minimum one (1) year positive experience working with young children and toddlers, **REQUIRED**.
- Must possess a current and valid Infant / Toddler CPR card, **REQUIRED.**
- Food Handlers' card **REQUIRED.**
- Positive working experience with Native American in a related field, preferred.
- Experience with office equipment such as typewriter, computer/word processor, photocopy machine, preferred.
- Must submit to and clear Hepatitis A and a tuberculin skin test as a condition of employment, **REQUIRED**. (*Must provide proof of the Hepatitis A and Tuberculin skin test with application.)*
- Must submit to and clear an alcohol/drug screen test, **REQUIRED**. *(Employment will be contingent upon clearing the required alcohol/drug screening test.)*
- Must submit to and clear a criminal records background check, **REQUIRED**. *(Employment will be contingent upon clearing the required criminal records background check.)*
- Indian Preference will apply. (*Must submit proof of Indian Preference with application.)*

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Revised: 08/2016

APPLICATION PROCEDURES

Submit a Tribal ***Application for Employment*** with all requirements and supporting documentation to:

The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.