



## The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436  
Chiloquin, Oregon 97624

Phone: (541) 783-2219  
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EXEMPT \_\_\_\_\_  
NON-EXEMPT  X

**OPEN: 08/04/20**  
**Open Until Filled**

### POSITION DESCRIPTION

**POSITION:** TEACHER AIDE (Project Trainee)  
nalam kickani tatakskni hemkanga

**RESPONSIBLE TO:** Project Lead Teacher

**SALARY:** GS - 04 \$11.95 - \$15.40 Hourly/No Benefits

**CLASSIFICATION:** Temporary; Part-time/NTE 19 hours per week  
12 month grant funded/training position

**LOCATION:** The Klamath Tribes  
Early Childhood Development Center  
318 South Chiloquin Blvd.  
Chiloquin, OR 97624

**BACKGROUND:** P.L. 101-630 level (childcare)

### POSITION OBJECTIVES

The primary purpose of this position is to provide care in a learning environment for infants, toddlers, and young children designed to meet the physical, emotional, intellectual and sociological needs of those attending the center. The Teacher Aide Trainee is responsible for providing a safe and developmentally appropriate childcare program for the children of the Klamath Tribal Community, in accordance with all policies and procedures of The Klamath Tribes under the direction of the nalam kickani tatakskni hemkanga Project Lead Teacher. The Trainee will ensure that equipment and facilities are clean, safe, and well maintained. The age group and position placement will be at the discretion of the Lead Teacher.

This project - nalam kickani tatakskni hemkanga – “our Little Children Talk” – will focus on emphasizing and expanding the efforts to teach Tribal language and culture in an early childhood learning environment.

Success in this training program requires regular attendance. The Trainee must be reliable, responsible and dependable with a desire to fulfill the obligations associated with the project and training plan.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Under the direction of the Project Lead Teacher, the Trainee will tutor and assist children individually or in small groups to help the children master assignments and reinforce learning concepts presented.
2. Under the direction of the Project Lead Teacher, the Trainee will provide various Tribal cultural and age appropriate experiences and activities for toddlers and children ages 3-5, including songs, games, and storytelling.
3. Discuss assigned duties with the Project Lead Teacher to coordinate instructional efforts.
4. Present subject matter to students under the direction and guidance of the Project Lead Teacher, using lectures, discussions, or supervised role-playing methods.
5. Distribute teaching materials and instruct and monitor students in the proper use and care of equipment and materials to prevent injuries and damage. Replenish materials, as necessary.
6. Organize and supervise games and other recreational activities to promote physical, mental, and social development, at the direction of the Project Lead Teacher.
7. Prepare lesson materials, bulletin board displays, exhibits, equipment and demonstrations, at the direction of the Project Lead Teacher.
8. Ensure the children are properly supervised at all times; giving the classroom and play area full attention by continually scanning the area to ensure that safety and learning guidelines are being followed.
9. Ensure the classroom and other areas are clean and well maintained; including emptying trash cans, general sanitization, sweeping, mopping, vacuuming and dusting, daily. Perform wipe down of all surface areas on a daily basis and as needed to ensure areas are clean and safe at all times. Report any defective equipment or building repair needs to Project Lead Teacher to schedule repair.
10. Become familiar with and able to explain emergency procedures to children, parents, and visitors.
11. Become familiar with the pick-up and drop-off procedures and able to explain the procedures as needed.

12. Assist with snacks, meals, and cleanup, as assigned. May be required to occasionally perform laundry duties.
13. Effectively communicate the childcare facility program information to the public, including program expectations, activities and children's progress.
14. Work closely with the Education Coordinator to meet the requirements for CDA Certification. This includes, but is not limited to, meeting benchmarks, completing training that is outlined in training plan, tribal and cultural tasks and activities assigned by the Project Lead Teacher.
15. The incumbent will be called upon to accomplish other tasks within their scope of work.

### **SUPERVISORY CONTROLS**

Overall program supervision is provided by the nalam kickani tatakskni hemkanga Project Lead Teacher. Detailed instructions will be provided on new assignments. Work is normally assigned in terms of objectives to be achieved, according to standard procedures utilized by the ECDC facility. Routine or recurring assignments are carried out independently by the Trainee. New or unusual situations are to be thoroughly discussed with the Project Lead Teacher.

### **KNOWLEDGE, SKILLS, ABILITIES**

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Ability clearly hear and understand information and ideas presented through spoken words and sentences. Actively listen, giving full attention to what others are saying.

Ability to clearly communicate information and ideas in speaking so others, including small children, will understand.

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 clearly see details at close and far range.

Ability to shift back and forth between two or more activities or sources of information.

Ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules.

Ability to work well with children and staff by being aware of other's reactions and understanding why they may react as they do and adjusting actions in relation to others.

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

Ability to work well with children and staff.

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

Ability to be flexible and able to change tasks quickly as required throughout the day.

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 mental capacity.

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

- Caring for children can be physically demanding. The Teacher Aide 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 Aide 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 Aide will be working in a busy and occasionally noisy environment. There may be multiple activities and situations occurring at once; the Teacher Aide will have to supervise all children at all times.

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

- The Teacher Aide 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 Aide 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 Aide must be prepared to handle accidents and emergencies at any

time.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to earn Child Development Associate certification (CDA) within 12 months of hire.
- **REQUIRED** to submit a written typed statement of not more than one page explaining applicant's experience working with young children ages 0-5 year old and reason for applying for the Trainee position.
- **REQUIRED** to possess and maintain a current and valid infant/child CPR card, within 90 days of hire.
- **REQUIRED** to possess and maintain a Food Handlers Certification, within 30 days of hire.
- **REQUIRED** to submit to and clear Hepatitis A and a tuberculin skin test as a condition of employment. *(Must provide proof of the Hepatitis A and Tuberculin skin test with application.)*
- **REQUIRED** to be able to lift and carry up to 40 pounds.
- **REQUIRED** to submit to and clear an alcohol/drug screen and random testing as per policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

#### **Preferred Qualifications:**

- Previous experience working in a formal childcare setting or facility will be given preference.

**INDIAN PREFERENCE**

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily 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.

**APPLICATION PROCEDURE**

Submit The Klamath Tribes ***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.

<b>EMPLOYEE ACKNOWLEDGEMENT:</b>	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
<b>Employee (printed name)</b>	<b>Employee (signature)</b>