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

Phone: (541) 783-2219
HR Fax: (541) 783-2836

EXEMPT ____
NON-EXEMPT __X_

OPEN: 04/28/22
CLOSE: 05/16/22

POSITION DESCRIPTION

POSITION:	**TEACHER AIDE I (ECDC)**
RESPONSIBLE TO:	Teacher (as assigned)
SALARY:	Step Range: 8-13; Full Benefits Salary Range: $31,977 - $37,070 Hourly Range: $15.37 - $17.82
CLASSIFICATION:	Non-Management, Full-Time, Regular
LOCATION:	The Klamath Tribes Early Childhood Development Center 318 South Chiloquin Blvd. Chiloquin, OR 97624
BACKGROUND:	P.L. 101-630 level

POSITION OBJECTIVES

This an entry level positon to provide training and gain experience in working with children in ad preschool and daycare setting. The primary purpose of this position is to provide childcare for infants, toddlers, and young children. The Teacher Aide I will assist with 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. The Teacher Aide I will ensure that equipment and facilities are clean, safe, and well maintained. The assigned age group and position placement will be dependent upon experience and program needs.

This position requires being reliable, responsible, and dependable with a willingness to fulfill obligations associated with early learning childcare. The ability to be flexible with schedules

and activities in the classroom is required for this position. Regular attendance is an essential function of this position. Teamwork is a must.

Earning a Child Development Associate (CDA), *training, materials and time to meet CDA requirements are provided by the Tribe,* will advance incumbent to Teacher Aide II.

MAJOR DUTIES AND RESPONSIBILITIES

1. Under guidance of classroom teacher, learn to plan and implement age appropriate activities to meet the physical, emotional, intellectual, cultural, and sociological needs of the Center children, including, but not limited to songs, games, storytelling and language.

2. Teacher coordinates and assigns instructional efforts; must learn to change tasks, activities and schedules quickly.

3. Learn to present subject matter to students under the direction and guidance of the Teacher, using lectures, discussions, or supervised role-playing methods.

4. Distribute teaching materials and instruct and monitor students in the proper use and care of equipment and materials to prevent injuries and damage.

5. Learn to organize and supervise games and other recreational activities to promote physical, mental, and social development, at the direction of the Teacher.

6. Receive training and coordination from Teacher to prepare lesson materials, bulletin board displays, exhibits, equipment and demonstrations.

7. Learn to clearly and effectively communicate instructions in an age appropriate manner including clear and effective communication with parents, staff, teacher and public.

8. Replenish materials and supplies for classroom activities; assist Teacher with paperwork, as assigned.

9. Assist staff in preparing meals and snacks including kitchen cleanup as needed.

10. 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. No cell phone at any time while with children.

11. Perform laundry duties as assigned.

12. Assist with ensuring the classroom and other areas are clean, sanitized 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 Teacher.

13. Learn and follow standard operating procedures to ensure Health & Safety Standards are implemented to ensure the safety of the children and staff; must be able to explain standards to children, parents and visitors.

14. Learn to effectively communicate and cooperate with the child care staff, parents and the public. Keep parents informed of program expectations, program activities, and their child's progress, as instructed.

15. Learn and strictly follow child drop-off and pick-up procedures. Must be able to explain the procedure when necessary.

16. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

Direct program supervision and daily work assignments are provided by the ECDC classroom teacher. Work is normally assigned in terms of objectives to be achieved, according to standard operating 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 classroom teacher.

KNOWLEDGE, SKILLS, ABILITIES

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

Actively listen, giving full attention to what others are saying.

Ability learn clear communication skills to provide effective communication to parents, staff and small children.

Ability to learn how to multitask between classroom tasks and activities.

Ability to learn 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 follow Teacher's instructions to 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 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 Aide I 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 I 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 demands on the incumbent's senses)

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

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

- The Teacher Aide I 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 I 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 I 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 minimum of a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.)*

- **REQUIRED** to possess and maintain a current and valid Pediatric CPR card, within 90 days of hire. *Tribe will assist with training time and cost.*

- **REQUIRED** to possess and maintain a Food Handlers Certification, within 90 days of hire. *Tribe will assist with training time and cost.*

- **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 adhere to The Klamath Tribes Alcohol and Drug Free Workplace 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. *Tribe will pay for background cost.*

- **REQUIRED** to be fully vaccinated for COVID-19 or have approved exemption status before the first day of employment, as per the Klamath Tribes' COVID-19 Mandatory Vaccination Policy.

- **REQUIRED** to accept the responsibility of a **mandatory reporter** of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.

Preferred Qualifications:

- Ability and motivation to earn Child Development Associate certification (CDA) within two (2) years of hire with a goal of advancement to ECDC Teacher Aide II.

- Positive working experience with Native Americans in a related field.

- Experience with office equipment such as computer/laptop, copy machine, telephone and software specific to Word, Excel and Outlook.

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.

EMPLOYEE ACKNOWLEDGEMENT:	
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.	
Employee (printed name)	**Employee (signature)**