



The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436

Chiloquin, Oregon 97624

Phone: (541) 783-2219

HR Fax: (541) 783-2836

OPEN: 05/13/24
CLOSE: 05/28/24

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: TEACHER AIDE II (ECDC)

RESPONSIBLE TO: ECDC Director

SALARY: Step Range: 10-25; Full Benefits
Salary Range: \$35,960 - \$56,024
Hourly Range: \$17.29 - \$26.93

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

The primary purpose of this position is to support the provision of early childhood education to infants, toddlers, and young children. The Teacher Aide II is responsible for providing a safe and developmentally appropriate classroom environment for the children of the Klamath Tribal Community, in accordance with all policies and procedures of The Klamath Tribes. The Teacher Aide 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 program need.

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.

MAJOR DUTIES AND RESPONSIBILITIES

1. Assist the classroom teacher with planning and implementing developmentally appropriate

practices within the classroom.

2. Prepare lesson materials, bulletin board displays, exhibits, equipment and demonstrations, at the direction of the Teacher.
3. Clearly and effectively communicate instructions in a developmentally appropriate manner.
4. Replenish materials and supplies for classroom activities.
5. Under the direction of the classroom teacher, provide various cultural and developmentally appropriate experiences and activities for toddlers and children including, but not limited to songs, games, storytelling and language.
6. Ensure the children are actively 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.
7. Assist teacher with necessary paperwork, as needed.
8. Perform laundry duties, assist with meals and clean up, as assigned.
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 Lead Teacher to schedule repair.
10. Follow standard operating procedures to ensure Health & Safety Standards are implemented to ensure the safety of the children and staff.
11. Explain emergency procedures to children, parents and visitors.
12. Effectively communicate and cooperate with the child care staff, parents, and the public.
13. Keep parents informed of program expectations, program activities, and their child's progress, as instructed.
14. Enforce child drop-off and pick-up procedures. Must be able to explain the procedure when necessary.
15. Attend facility events which may be held on the weekend or in the evening, as necessary.
16. The incumbent will be called upon to accomplish other tasks within their scope of work.

17. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

Direct program supervision is provided by the ECDC Director, in collaboration with assigned lead classroom teacher who provides daily classroom assignments. 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 the ECDC Director in collaboration with the classroom teacher.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of child development and developmentally appropriate practices.

Excellent verbal and written communication skills.

Proven organizational and time management skills.

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

Ability to work well independently and as part of a team.

Ability to work well with children with various learning needs.

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

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 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 Aide 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 demands on the incumbent's senses)

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

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

- The Teacher Aide 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 Aide 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 Aide II 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 a Child Development Associate certification (CDA) or have achieved a minimum of ORO, step 7. *Oregon Early Learning Division Office of Child Care, Center for Career Development's Oregon Registry Online (ORO).*
- **REQUIRED** to have a minimum twelve (12) months positive experience working with young children and toddlers. A combination of relevant work experience, training, or college level credits may be considered.

- **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 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.
- **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:

- Positive working experience with Native Americans in a related field, preferred.
- Experience with office equipment such as typewriter, computer/word processor, photocopy machine, preferred.

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)