



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Substitute Teacher Aide
Department: Head Start
Supervised by: Classroom Teacher and/or Head Start Director
Pay Grade: \$17.73 - \$23.05 Hourly
FLSA: Nonexempt, Hourly, On-Call/As Needed

Position Summary: Under general supervision of the Teacher, assists with providing daily early childhood development lessons and services in an engaging, safe and supervised educational environment for preschool children.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Assists with implementation of age-appropriate lesson plans, activities and projects.
- Assists in setting up the indoor and outdoor environments for daily activities.
- Assists with supervision, teaching and behavior management of children individually and in small groups.
- Observes, records and documents child participation, behavior and developmental progress, as directed by Teacher; assists in identifying children's strengths and areas to grow.
- Completes and submits monthly progress reports as assigned.
- Assists and participates in feeding of preschool children in a family style setting.
- Assists with parent participation activities, field trips and all after-school activities.
- Serves meals to children in accordance with established policies, procedures and regulations.
- Maintains a safe and healthy environment; sanitizes and disinfects as necessary.
- Performs monthly bus monitor duties.
- Attends and participates in staff meetings and child development trainings as required.
- Establishes and maintains positive, effective and collaborative working relationships with children, parents and staff.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.
- Other duties as assigned.

Education and Experience:

- High School Diploma or GED.
- Experience in childcare development preferred.
- 12 units of Early Childhood Development courses and working towards an AA from accredited colleges. (AA or CDA must be completed/obtained within two (2) years of employment)

Other Requirements:

- Must obtain and maintain California Associate Teacher Permit within 30 days of hire.
- Must obtain and maintain CPR, First Aid and Mandated Reporter certifications within 30 days of hire.
- Must obtain and maintain Food Handler's Card within 30 days of hire.
- Show proof of having had a current medical examination, TB skin test and Hepatitis inoculation. If requirements are not current must consent and complete before employment and be maintained annually.

- Knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must have and maintain a valid California Driver's license and be insurable under the Tribe's existing automobile insurance policy.
- Must comply with the Driving Policy, Drug-Free Workplace, and the Pre- Employment Selection policy, and Employee Background Check requirements.
- Must comply with the Bishop Paiute Tribes COVID-19 vaccination policy

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24USC450 ET SEQ), 25FR271.44 and other relevant laws

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Job Knowledge* - Knowledge of early childhood development; appropriate food handling, storage and disposal requirements; and applicable federal, state, county and local laws, regulations, and requirements.
- *Decision Making* – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- *Interpersonal Skills* - the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
- *Analytical Skills* - Ability to analyze operation and statistical information and child assessments and draw logical conclusions; compare and interpret facts and figures.
- *Communication* – Ability to communicate clearly both verbally and in-writing; ability to write clear and concise reports, memoranda, directives and letters.
- *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management* – the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
- *Detail Oriented* – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- *Adaptability* – the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- *Reliability* – the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- *Organized* – the individual keeps clean and organized workspace and projects.
- *Motivated* – the individual inspires self and others about them to get the job done and follow through on tasks.
- *Technology Skills* – Operates various word-processing, spreadsheets and database software programs in a Windows environment.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit, stand and walk; use hands to finger, handle, or feel; reach with hands or arms; climb or balance; stoop, kneel, crouch or crawl; taste or smell; and talk or hear. The employee may be required to lift and/or carry up to 50 lbs. Normal clarity of vision is required.

Work Environment:

Work is generally performed in a classroom setting and in an outdoor environment. Work involves exposure to dust, fumes and allergens, infectious disease and excessive noise. Work frequently requires the use of

protective clothing, equipment, devices or materials. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel is required for training, meetings, conferences, presentations, and other events.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____