



## Human Resources Department Pueblo of Santo Domingo

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### JOB ANNOUNCEMENT

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**POSITION TITLE:** Early Head Start Teacher Assistant

**SALARY RANGE:** \$10-12 /HR (Exempt)

**DEPARTMENT:** Early Childhood Learning Center

**POSITION STATUS:** Full time

**SUPERVISOR:** Genevieve Jaramillo-Padilla

**JOB POSTING ID:** ECLC-0004

**PERIOD TO APPLY:** Open until filled

*Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.*

#### **BASIC PURPOSE:**

The Teacher Assistant assists the center teacher with all daily classroom activities and operations. Assists to provide a learning environment for the children to foster growth and development in Head Start. Works with all components. Takes initiative in implementing new ideas. Encourages and recruits parent volunteers in the classroom. Assists the Teacher to ensure complete student screenings, evaluations, referrals and follow-up and communicate with the program managers.

#### **ESSENTIAL FUNCTIONS:**

- Assist the teacher in developing and writing classroom lessons plans.
- Assists the teacher to ensure center records and forms are completed and updated on a timely manner.
- Continues to gain knowledge in early childhood education and take advantage of opportunities for professional and personal development and implement knowledge gained.
- Maintain a professional Child Development Association (CDA) credential recognized by Head Start.
- Assists teacher in maintaining a physical inventory of classroom equipment and supplies.
- Works with the teacher to identify the strengths and needs of each child in order to individualize child services.
- Promotes health and safety in the classroom.
- Works with the teacher to generate a monthly report to the Education Manager.
- Assists the teacher in writing lesson plans and monthly child anecdotal.
- Adhere to guidelines set by Tribal Personnel Policies and Procedures.
- Performs as Teacher in absence of the teacher.
- Participates and is continually taking courses through satellite in order to obtain an AA degree in Early Childhood.
- Performs other duties as assigned.

#### **REQUIRED COMPETENCIES**

- **Integrity / Honesty:** All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to cash transactions, confidentiality, handling, tracking of budgets, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork:** All Santo Domingo Pueblo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.

- **Goal and Task Management:** Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Decisiveness:** Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.
- **Vision:** Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.
- **Interpersonal Skills (Working with Others):** Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.
- **Effort and Initiative:** Incumbent in this position must have the ability to work and take action without specific direction and without being monitored.
- **Teaching Others:** Incumbents in this position must be able to take responsibility for the development of individuals and groups through appropriate teaching, guidance and coaching techniques.

#### **MINIMUM QUALIFICATIONS:**

- High School diploma and 240 hours of volunteer work and/or two (2) or more years' experience working with preschool age children (3-5).
- Must have a valid driver's license.
- Must be fluent in English and Keres languages.
- Must obtain a Physical Examination within 30 days of hire and pass a criminal background investigation.

#### **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

Ability lift 50 pounds, work up to an 8 hour day with infant, toddlers, preschoolers and get on the child's level in order to maintain adult and child interactions and address child(ren)'s physical needs, bathroom needs and positioning children with special needs under the direction of ancillary staff and/or teaching staff, and Education Coordinator.

#### **HOW TO APPLY:**

Please submit complete application:

- By email: SDTHumanResources@kewa-nsn.us
  - Subject line: Early **Head Start Teacher Assistant – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application (**available at [santodomingotribe.org/careers](http://santodomingotribe.org/careers)**)
- Resume
- Cover Letter
- Copy of related certification(s), including CDA, First Aid, CPR, New Mexico Early Childhood State Certification