



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Early Head Start Teacher Assistant

SALARY RANGE: \$10-\$14 /HR (Exempt)

DEPARTMENT: SDECLC

POSITION STATUS: Full time

SUPERVISOR: Genevieve Jaramillo-Padilla

JOB POSTING ID: ECLC-03920

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 Lead Teacher with all daily classroom activities and operations. Works in the classroom throughout the Head Start school year with children and families. Assists with the learning environment that fosters growth and development of the typical and atypical developing child in the early childhood settings. Works with all components and institutes them into weekly lesson plan. Assists Lead Teacher with child screenings, evaluations, referrals, and follow-up. Effectively communicates with Lead Teacher and program managers for consistency in program services.

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.
- Assists and maintains a classroom conducive to age appropriate and culturally appropriate learning throughout the year and leaves the classroom set up for summer use.
- Understand the program philosophy and the program goals and objectives.
- Meets the needs of a diverse group of children to include at-risk, special needs and cultural background by responding to individual child assessments, the Teacher/Parent Plan and Individual Family Service and Individual Education Plans.
- Observe strict confidentiality regarding children and families served. Must sign a statement of confidentiality.
- Develop skills and training methods in classroom/child observations and recording in a non-judgmental manner for use in planning and carrying out the program daily.
- 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, on the playground and field trips.
- Works with the teacher to generate a monthly report to the Education Manager.
- Assists the teacher in writing lesson plans and monthly child anecdotal records.
- Adheres to guidelines set by Tribal Personnel Policies and Procedures, Office of Head Start Performance Standards and Santo Domingo Early Childhood Learning Centers Policies and Procedures.
- Performs as Teacher in absence of the teacher.
- Participates and is continually taking courses through satellite (or other college options) in order to obtain an AA degree in Early Childhood.
- Takes initiative in implementing new ideas.
- 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:

- Current Child Development Associate Credential, and/or New Mexico Child Development Certificate, or be eligible for the New Mexico CDA Credential within 6 months of employment.
- Must be able to satisfactorily pass a Physical Examination with 30 days of hire.
- One to two years' experience working with children birth through 5 years of age.
- Excellent oral and written communication skills.
- Must be able to repeatedly bend or stoop and lift up to 50 lbs.
- Must complete and update annually the First Aide/CPR certification and Food Handlers.
- Experience with Native American culture and Keres language speaker preferred.
- Must satisfactorily pass a background check.
- Must have a valid driver's license with ability to meet Santo Domingo Tribe's liability insurance requirements and maintain eligibility for insurance.
- May need to be available evening, weekend, or holidays.

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 Assistant Director/Director.

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**)
- Resume
- Cover Letter
- Copy of related certification(s), including CDA, First Aid, CPR, New Mexico Early Childhood State Certification
- Writing sample
- College transcripts that support the New Mexico Early Childhood Certification.
- Copy of related certifications including First Aid, CPR.