

# 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: \$16.00-\$17.80**

**DEPARTMENT: ECLC**

**POSITION STATUS: Full-Time**

**# of Positions: 2**

**PERIOD TO APPLY: 02/05/2024-02/29/24**

**FLSA STATUS: Hourly, Non-Exempt**

**SUPERVISOR: ECLC Director**

**JOB POSTING ID: ECLC-24062**

*Santo Domingo Pueblo 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-ups. Effectively communicates with Lead Teacher and program managers for consistency in program services.

### **TYPICAL FUNCTIONS:**

*This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.*

- Assist the teacher in developing and writing classroom lessons plans.
- Assists the teacher to ensure center records and forms are completed and updated in 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 Education Plans (IEP's).
- 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 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.

- Performs as Lead Teacher in absence of the teacher.
- Takes initiative in implementing new ideas.
- Must be highly motivated and a self-starter.
- Ability to respect the dignity of each family, culture, custom, and belief.
- Ability to maintain courteous and friendly relationships with children, families, staff, and community.
- Ensures strict staff, child, and family confidentiality, following the Pueblos and SD ECLC's Code of Ethics and Confidentiality.
- Work independently and interdependently and maintain a schedule that supports colleagues, children, and families.
- Utilize relationship-based approach and coaching approaches in skill building with families and staff.
- Must be coachable aligned with the coaching model of ECLC.
- Ability to understand regulations, handbooks, and policies pursuant to Head Start Performance Standards and to meet compliance with all the program, pueblo, state and federal rules, regulations, policies, and procedures.
- Must be flexible, not an 8 to 5 position, must be willing to spend time in classrooms, playgrounds, home-visits, bus, and community canvassing, etc.
- 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 confidentiality, federal HIPAA guidelines, and proper behavior between staff, residents, parents, and vendors. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork**  
All Santo Domingo Pueblo employees must be competent in working effectively with department members and members of other departments to resolve common issues or problems as well as listening to 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 considering 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 recognizing the effort of others and praising it.

### **MINIMUM QUALIFICATIONS:**

- Must have Associates of Arts (AA) Degree in Early Childhood or a closely related field.
- One to two years' experience working with children birth through 5 years of age.
- Excellent oral and written communication skills.
- Must complete and update annually the First Aide/CPR certification and Food Handlers.
- Experience with Native American culture and Keres language speaker preferred.

- Must have a valid driver's license with ability to meet Santo Domingo Pueblo's liability insurance requirements and maintain eligibility for insurance.
- May need to be available evening, weekend, or holidays.
- Must exercise care and compassion in decision making and maintain objectivity.
- Must be 21 years of age for insurance purposes.
- Must satisfactorily pass a criminal background check and drug screening and must obtain a physical exam within 30 days of hire.
- Covid-19 vaccination required. Reasonable accommodation considered.

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

- Ability to lift 50 pounds, work up to an 8-hour day with infant, toddlers, preschoolers and get on the child's level 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 supervisor.

### **HOW TO APPLY**

Please submit a complete application packet.

- By email: HR@kewa-nsn.us
- ○Subject line: **Position Title – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 attn: Human Resources
- In person: Human Resources Department, 116 San Ildefonso 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 Pueblo Employment Application
- Cover Letter
- Resume