

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-219 **Issue Date:** 08-01-18 **Closing Date:** 08-15-18

Teacher Assistant (2) Positions
Head Start
Department of Human Services
Hourly Wage: \$12.58/Regular/Furlough
Location: 1-White Swan & 1-Wapato

The Teacher Assistant is responsible for the assistance in instruction and supervision of young children in an early childhood setting. The teacher assistant supports the classroom teacher in various classroom activities, tasks, and events. The Teacher Assistant provides high quality, integrated services to children and their families that leads to the overall development of the children enrolled in the Yakama Nation Head Start program. Work is performed in compliance with the Head Start Performance Standards. Collaboration with others is necessary to ensure delivery of integrated services that promote overall development of children and families. Duties are performed primarily in a classroom setting.

Knowledge, Skills and Abilities:

- Knowledge of Early Childhood Development theories/practices.
- Knowledge of Washington State Early Learning and Development Guidelines.
- Knowledge of Head Start Early Learning Outcomes Frameworks.
- Knowledge of Head Start Performance Standards.
- Knowledge of the Yakama Nation Personnel Policy Manual and procedures.
- Knowledge of the Creative Curriculum.
- Knowledge of Teaching Strategies Gold Assessment System.
- Knowledge of the Classroom Learning Assessment Scoring System (CLASS).
- Knowledge of historical/cultural background of the Yakama People.
- Ability to maintain standards of professionalism in terms of confidentiality.
- Ability to adhere to applicable rules, regulations, policies and procedures.
- Ability to establish and maintain effective working relationships.
- Ability to maintain standards of professionalism in dress, appearance, attitude, presentation, and work ethic.
- Ability to communicate effectively both orally and in writing with individuals or groups.
- Ability to operate a computer, tablet, smartphones, copiers, faxes, laminator, and multi-media devices.
- Ability to effectively and efficiently organize all position duties and responsibilities.
- Ability to be flexible in work schedule and assignments.
- Ability and willingness to participate in staff development activities.
- Ability to endure long periods of standing, walking, stooping, and kneeling.
- Ability to lift up to 50 pounds.
- Ability to use hands and fingers to handle, feel, and/or operate objects and equipment.
- Ability to handle constant noise during children's activities for long periods of time.

General Recruiting Indicators:

- Minimum of a Washington State Initial Certificate in Early Childhood Education or Child Development Associate (CDA) credential for preschool setting, willing to enroll in coursework to obtain an Associate Degree, and six months of experience working with young children. OR Preferred Associate Degree in Early Childhood Education or a related field with coursework equivalency to an early childhood education major/specialization and six months experience teaching in a preschool setting.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment criminal background check.
- Experience working with young children.
- Yakama enrolled preference.
- Must possess a valid WA State Driver's License with ability to acquire a Tribal Driver's License.
- Must possess a current First Aid-CPR card or obtain one within 6-months of hire.
- Must possess a current Food Handler's Card or obtain one within 6-months of hire.
- Preference given to current or former Head Start Parent(s) who meet qualifications.
- Must be able to manage confidential information.
- Must follow Yakama Nation and YN Head Start Code of Conduct.