

**The Confederated Tribes of the
Grand Ronde Community of Oregon**

Job Title: Instructional Assistant
Reports to: Head Start Teacher
Average hours per week: 40

Dept: Early Childhood Education
Grade: 06
FLSA status: Non-exempt

Job Summary

Provides assistance with developing and implementing instructional programs for 3 to 5 year old children. Creates a successful environment that will promote the growth and development of students and families.

Essential Functions

Child Contact and Guidance

1. Works with students and staff in classroom, on playground and in field trip supervision.
2. Follows teacher's schedule and plans while providing group and individual assistance to students and staff.
3. Assists with curriculum development.
4. Assists with implementing curriculum that is developmentally appropriate with parental involvement and Policy Council approval; provides student instruction in the absence of Head Start Teacher.
5. Assists in preparation and clean up of snack, art, craft and cultural activities.
6. Supervises and monitors children at all times.
7. Organizes, replenishes and prepares materials and supplies for classroom activities.
8. Observes children's interactions and participation in program activities. Identifies preferences in activities and level of participation.
9. Provides continuous opportunities for children of all ages and abilities to experience success.
10. Conducts weekly staff meetings when lead teacher not available.
11. Helps to provide an atmosphere that promotes and reinforces child development and educational status and progress.

Ensures compliance with program policies and procedures

1. Assists with maintaining the established monitoring system that assures compliance with performance standards and program goals.
2. Abides by all preschool policies.
3. Maintains a safe environment for children.
4. Immediately reports safety concerns to supervisor.
5. Handles disciplinary problems promptly and consistently according to established policy.
6. Reports cases of suspected child abuse according to established policy.
7. Implements curriculum that is developmentally appropriate with parental involvement and Policy Council approval.

Communications

1. Reports concerns and incidents to Head Teacher and administration.

2. Provides frequent feedback and guidance using positive communication skills with all students.
3. Maintains positive parent contacts such as carrying out positive on-going relationships with families; scheduling and participating in home visits and conferences with families.
4. Encourages experimentation and socialization skills with children.
5. Shares information regarding child's progress or behavioral concerns with team members to ensure continuum of care between programs.
6. Responds to parent/student requests for information, questions, or concerns.
7. Assists with conferences for families re: child's developmental and educational status and progress.

Performs clerical Duties

1. Operates standard office equipment; answers parent phone calls; files documents; creates purchase orders, check requests, newsletters, and flyers.
2. Schedules and coordinates field trips.
3. Must input data about children into online database daily.

Additional Functions

1. Supervises classroom and staff in the absence of the Head Teacher.
2. Maintains knowledge in Early Childhood Education.
3. Performs a variety of other duties as assigned by supervisor.
4. Communicates with bus drivers on a daily basis to coordinate transportation of children.
5. Assists in inventory and ordering of equipment and materials.

Qualifications

1. Requires a high school diploma or GED equivalency. A Child Development Associate certification or an Associate's degree in Early Childhood Education is preferred; or an equivalent combination of training and experience.
2. Requires a minimum of two-(2) years of relevant work experience.
3. Must have the ability to work well with children and staff.
4. Must be dependable and demonstrate willingness to participate in additional training.
5. Requires TB and Hep B vaccinations and a physical every three years.
6. First Aid certification required.
7. Food handler's card required.

Typical Physical Requirements and Environmental Conditions

Physical Requirements

1. Continually requires the ability to express or receive detailed information or important instructions through oral communication.
2. Continually requires color identification, close vision, far vision, and depth perception.
3. Often requires walking or moving about to accomplish tasks.
4. Continually requires bending, stooping, kneeling or crouching.
5. Occasionally requires twisting body.
6. Occasionally requires standing and/or sitting for sustained periods of time.
7. Occasionally involves light work: lifting and carrying objects weighing up to 60 pounds.

8. Occasionally requires reaching and raising objects from a lower to a higher position or moving objects horizontally.
9. Occasionally requires working with fingers rather than the whole hand or arm.
10. Occasionally requires repetitive movement of the wrists, hands and/or fingers.

Environmental Conditions

The worker is frequently subject to classroom noise. The worker is frequently subject to inside environmental conditions, which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

Attendance

Required to comply with company attendance standards to fulfill essential functions.

Safety

1. Supports a safe work environment by performing all duties in accordance with Tribal safety policies and procedures. This includes, but is not limited to: reporting all incidents and accidents to your supervisor timely (within 24 hours); maintaining work areas in a safe and healthful manner; reporting and correcting any unsafe working conditions; operating vehicles in a safe and lawful manner while conducting Tribal business; providing input and assistance to reduce or eliminate workplace hazards; actively supporting ongoing safety efforts, including recommendations of the safety committee.
2. Due to the nature of interactions with other employees and the public we serve, employees may be required to provide documentation of, or receive, certain health vaccinations.

Drivers License & Insurance Requirement

Must maintain a valid Oregon driver's license or obtain one upon hire, qualify for the Tribe's vehicle insurance, and provide proof of personal vehicle insurance.

Background Check

Candidates for this position may be subject to criminal, credit and character background checks and fingerprinting.

Travel Requirements

Travel locally, within and outside of the state is infrequently required.

Disclaimer

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

This is an accurate description of the essential functions of my position.