

HEAD START TEACHER AIDE

DEFINITION: Under general supervision, performs work of routine difficulty in assisting Head Start Teacher in delivering appropriate comprehensive early childhood development activities and services including assisting with center activities, maintenance and transportation of children; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Assists Head Start Teacher with preparation of daily lesson plans and activities; prepares and sets up classroom for the daily activities; assists in teaching personal hygiene and health screenings; sets up morning snacks and assists with socialization, manners, table setting and activities; encourages children to initiate activities or select an activity for participation; assists and implements group activities such as singing, dancing, finger plays, stories, show and tell, etc.

Works with children and assists them during small motor activities including coloring, painting, cut and paste, stringing activities; completes activity record for each child at end of day; updates school records, files and health records; processes enrollment and family tracking forms and student progress summaries; assists with home visits, recruiting of children and volunteers.

Assists with inventory control and supplies; ensures supplies are ready for next days activities; cleans classroom and sanitizes all toys, materials and room areas daily; sets up tables; assists with the transportation of children to and from center; monitors children to ensure safety practices are utilized and seat belts are on; assists with preparation of meals when necessary; sets up and operates audio visual aides and computers.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and Navajo Nation rules, regulations, policies and procedures related to preschool instruction and Head Start Programs.

Knowledge of early childhood development.

Knowledge of Navajo culture and its influence on the daily lives of the children and family.

Knowledge of maintaining a clean safe educational environment.

Knowledge of food preparation and nutrition.

Knowledge of health screening methods and practices.

Skill in assisting in planning and providing educational activities to children ages three through five years.

Skill in assisting working with parents, grandparents and volunteers in providing and meeting children's needs.

Skill in safely preparing and serving nutritional and appetizing meals to children.

Skill in maintaining a clean safe supportive educational environment.

Skill in maintaining accurate and current records and reports.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires lifting, bending, stooping, sitting on the floor and participating in children's activities with exposure to children and diseases as well as chemicals and cleaning supplies.

THE NAVAJO NATION

Class Code: 3641
Community Education and Counseling Series
Head Start Group
Overtime Code: Non-Exempt
Pay Grade: 56

HEAD START TEACHER AIDE

MINIMUM QUALIFICATIONS: A high school diploma or GED.

SPECIAL REQUIREMENTS: Must pass a criminal background check, fingerprinting and employee assessment prior to employment; must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a First Aide Certificate, Cardiopulmonary Resuscitation (CPR) Certificate, Food Handler's Permit and a Navajo Nation Vehicle Operator's Permit. Some positions may require a Commercial Driver's License (CDL).

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.