

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-142 **Issue Date:** 09-19-13 **Closing Date:** 10-03-13

Substitute Teacher Assistant
(3) Three Positions
Yakama Nation Head Start
Department of Health & Human Services
Hourly Wage: \$12.58/Intermittent/On-Call
Location: All Centers-Wapato, Toppenish, White Swan

Incumbent is responsible to assist a classroom teacher involving instruction and supervision of young children in an early childhood setting. Assists to provide high quality, integrated services to children and their families that leads to the overall development of the children enrolled in the Head Start program. Work is performed in conformance with the Head Start Performance Standards.

Knowledge, Skills, and Abilities:

- Knowledge of Head Start Performance Standards and Yakama Indian Nation Personnel Policies and Procedures.
- Knowledge of Child Development Associated (CDA) competencies.
- Ability to adhere to applicable rules, policies and procedures.
- Ability to maintain standards of professionalism, in dress, appearance, attitude and presentation at all times.
- Ability to maintain standards of professionalism in terms of confidentiality and work ethic.
- Ability to communicate effectively with individuals and groups, both orally and in writing.
- Ability to operate necessary equipment such as a computer, telephone, copier, fax, laminator.
- Ability to be flexible in work schedule and assignments.
- Ability and willingness to participate in staff development activities.
- Ability to sustain long periods of standing, walking, stooping, and kneeling.
- Ability to lift up to 50 lbs.
- Ability to articulate clearly, hear, and see.
- Ability to use hands to finger, handle, feel, or operate objects and equipment, and reach with hands and arms.

General Recruiting Indicators:

- Possession of a High School diploma or equivalent.
- Must possess a CDA or obtain one within 180 days upon appointment date and /or be working on an AA in Early Childhood Education or equivalent.
- Must have 6-months experience working with young children.
- Prefer experience in the Head Start Program.

Necessary Special Requirements:

- Parent Policy Council approval.
- Preference given to current and former Head Start parent(s)
- Must have access to personal transportation and evidence of auto insurance.
- Must possess a valid WA State Driver's License with ability to acquire a Tribal Drivers License.
- Current medical/physical examination, including (TB) skin test.
- Must possess First Aid/ CPR and Blood Borne Pathogen Certificate or obtain one within 6 months of hire.
- Must possess or obtain food handler's card within 3 months.
- Successfully pass a required background check.
- Must pass a pre-employment drug and alcohol test.