

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2020-074 **Issue Date:** 03-13-20 **Closing Date:** 03-26-20

Substitute Classroom Aide (4) Positions
Head Start
Department of Human Services
Hourly Wage: \$10.87/Intermittent/On-Call
Location: All Centers

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 accordance with the Head Start Performance Standards.

Examples of Work Performed:

- Articulates the Yakama Nation Head Start Program's mission, values and policies to staff and clients.
- Demonstrates commitment to the program's mission, value and policies in the performance of daily duties.
- Follows all applicable policies and procedures of the Yakama Nation, Department of Human Services, Head Start and all other applicable regulations.
- Assists teaching staff in maintaining a safe, clean, attractive and emotionally healthy environment.
- Assists teaching staff in setting up and maintaining learning areas/centers.
- Works closely with teaching staff to plan and implement appropriate activities to meet children's learning goals. Includes preparing materials for lesson plans.
- Supervises, interact with, guides and assists children in all aspects of the daily schedule.
- Greets parents/guardians, children and public on a daily basis; includes informing parent of upcoming events/activities.
- Assist the teacher in the recording of program information/data.
- Participate in staff development activities.
- May be required to supervise children while on bus routes.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of Head Start Performance Standards and Yakama Nation Personnel Policies and Procedures.
- Knowledge of Early Childhood Education developmental milestones.
- Ability to adhere to applicable rules, regulations, 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 and 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 pounds.
- Ability to articulate clearly, hear and see.
- Ability to use hands and fingers to handle, feel or operate objects and equipment and reach with hands and arms.
- Ability to work with the public.

General Recruiting Indicators:

- Must possess a high school diploma or equivalent OR preferred Washington State Early Childhood Education Initial Certificate or Child Development Associate Certificate.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment criminal background check.
- Must have experience working with young children.
- Enrolled Yakama preference.
- Must have current First Aid/CPR card or be able to obtain one within 6 weeks of hire.
- Must have current Food Handler's Card or be able to obtain one within 6 weeks of hire.
- Must have physical exam and TB screening or be able to obtain one within 6 weeks of hire.
- Preference will be given to past/present Head Start parents who meet the qualifications.
- Must be able to manage confidential information.
- Must follow Yakama Nation and YN Head Start Code of Conduct.