Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 07/21/2016	Employee Requisition Number	**JOB OPPORTUNITY**	
Title/Position: **TEACHER AIDE**			
Pay Grade SG 6	Salary Range $21,112-25,916	Classification Full Time	
Department: HEAD START	Location: Tulsa	Location Code: 108	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The Teacher Aide will be under the direct supervision of the Teacher and Center Supervisor. Have ability to work respectfully and cooperatively with the Teacher, assisting her/him in increasing professional knowledge and skills. Will also work collaboratively with volunteers. Must attend all trainings, workshops and meetings. Continue to gain knowledge in Early Childhood Education.
Principal Duties and Responsibilities:	Understands the philosophy of the program and can describe goals and objective to others. Must possess strong oral and written communication skills. Follows guidelines set in the Muscogee (Creek) Nation Head Start and Muscogee (Creek) Nation Policies and Procedures. Responsible for coordinating with the Teacher in all phases of the Head Start Program and center's classroom. This will ensure a well-ran, purposeful program and responsible to participants needs. Knowledge and experience with the basic principles of child development. This position will complete records, forms and all other duties as assigned by the Teacher and Center Supervisor. Inspects center facility, playground, vehicles, etc., documents and immediately reports to the center supervisor any repairs or maintenance needed. Assist the teacher with lesson plans, room management, center activities and be able to stoop, bend, stretch and climb and lift up to fifty (50) pounds. With the teacher, guide and facilitate activities of the children, including daily activities, field trips, selecting and arranging equipment and materials in classroom.

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	Maintains scheduled center activities in absence of the teacher, i.e.; follow lesson plans and daily routines. Continue to gain knowledge in Early Childhood Education and take advantage of opportunities for professional and personal development. Actively pursue and earn an Early Childhood Credential (CDA) within a specified time period as set in the Professional Development plan. Diligently pursue basic Muscogee (Creek) Nation language skills and continue to expand from words and numbers to practical phrases. Participates in the annual community assessment, as well as, conducting an ongoing recruitment. Considers goals and objective for each child and for the group as a whole and develops realistic lesson plans responsive to the needs of all the children. Assist in implementing plans for each child by identifying developmentally and culturally appropriate activities and materials for each day. Must be familiar with the Performance Standards and implement them into the classroom and be willing to participate in on-site reviews. Assist in obtaining materials, resources and equipment appropriate to the development of all needs of the children. Assist in implementing procedures that help children make a smooth transition from one group to another. Eat with and assist children in development of social and self-help skills and sound nutritional practices. Assist in maintaining current and accurate records as required by the program and for assuring their strict confidentiality. Recognize possible learning problems, documents on anecdotal and refers to the lead Teacher. Assist in maintaining the cleanliness of the center by sweeping and mopping floor, vacuuming centers and disinfecting restrooms. Also, assist in the daily cleaning of buses. Observe strict confidentiality regarding children, their families and staff. Also, ensure parents are aware of this policy and all must sign a statement of Compliance of Confidentiality. Where no bus driver is employed, a Teacher Aide will operate the bus on a daily basis to transport students to and from the Head Start center field

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	trips and other activities. Must conduct pre and post trip inspection of the bus each day before and after the bus route and/or field trips. All bus maintenance and repairs must be promptly reported to the Teacher. Assist the Teacher in conducting two home visits and parent/teacher conference annually in order to keep parents informed of child's progress. Documents follow-up on absenteeism as assigned by the Teacher. Must sign in and out on the center sign-in and out sheet when leaving the work site on center business. Must clock in and out at the beginning and ending of each work day. Must have a physical annually and an initial TB skin test within six weeks of employment and submit documentation to Site Supervisor. Must obtain an Oklahoma Bus Driver Certificate and CDL license in the first six weeks of employment. Must be able to enter and exit a vehicle without assistance and withstand exposure to adverse weather conditions. Must attend and obtain certificate in First Aide, CPR/AED, MAT and Food Handler's License as scheduled by the program. Fosters the belief in parents that they are their child's first teacher, reinforces this concept with practical suggestion for its development. Exhibits a genuine nurturing, caring attitude to all children. Provides guidance and leadership, when requested by the Teacher, in the planning of and participation in parent meetings scheduled at least once a month. Experience successfully working with a culturally diverse staff and clients. Initiates parent involvement in the communities by planning and conducting field trip activities, recruiting volunteers, etc. Assist the Teacher and parents in developing ways of using low or no cost items in educational activities with their children. Participates with parents and children on group socialization experiences. Assist the Teacher in administering a developmentally appropriate screening on each child twice a year. Assist the Teacher in presenting a nutrition activity at least once a month.

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	Must report suspected child abuse, neglect, etc., as required by the Muscogee (Creek) Nation Head Start policies and tribal, state and federal laws. Must sign Statement of Understanding, Confidentiality and Verification of training on reporting procedures and responsibility of reporting abuse, neglect, etc. Performs all other duties as assigned by the Teacher, Center Supervisor or Manager. Successful experience working in a team setting. Maintains a cooperative attitude of working together with the Teacher, volunteers, parents and program specialists in planning and implementing activities. Must secure a volunteer in your absence form the work-site (ex: illness, Dr. Appt., meeting and/or training, etc.). Shall perform any and all other duties as assigned.
Minimum Requirements:	High School Diploma or GED. Must submit to and pass all necessary background checks and drug testing.
Preferred Requirements:	Child Development Associate (CDA) Certificate. Prior successful experience interacting with the children and adults
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	None

Competencies:

Customer Service: Responds promptly to customer needs.

Interpersonal Skills: Maintains confidentiality; Keeps emotions under control.

Oral Communication: Speaks clearly and persuasively in positive or negative situations; Participates in meetings.

Written Communication: Writes clearly and informatively; Able to read and interpret written information.

Teamwork: Balances team and individual responsibilities.

Visionary Leadership: Inspires respect and trust.

Ethics: Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support: Follows policies and procedures; Supports organization's goals and values.

Quality: Demonstrates accuracy and thoroughness.

Quantity: Completes work in timely manner.

Safety and Security: Observes safety and security procedures.

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Attendance/Punctuality: Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability: Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.

☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.