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 08/16/2016	Employee Requisition Number	**JOB OPPORTUNITY**	
Title/Position: **DISABILITY TEACHER AIDE**			
Pay Grade SG 6	Salary Range $21,112-25,916	Classification Full Time	
Department: HEAD START	Location: Checotah	Location Code: 108	FT/PT 1-Full Time

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

General Summary:	The Disability Aide will work as a team member and under the direct supervision of the Teacher. The Disability Aide will be included as a third person in the classroom for special need children as a one-on-one to meet IEP requirements.
Principal Duties and Responsibilities:	Responsible for coordinating with the Teacher in all phases of the Head Start Program and the center's classroom. This will ensure a well-ran, purposeful program, and responsive to participant's needs. Knowledge and experience with the basic principles of child development. Follow the guidelines set in the Head Start and Muscogee (Creek) Nation Policy and Procedure's manual. This position will complete records, forms and all other duties as assigned by the Teacher or Center Supervisor. Assist in implementing children's I.E.P. (Individual Education Plan) or I.F.S.P. (Individual Family Service Plan) seeking clarification for any aspects that are not well understood. Assist the Teacher with the 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 child including daily activities, field trips, selecting and arranging equipment and materials in classroom. 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 forth in their Professional Development plan. Provides an example for students n communication, self control, and cooperation for the purpose of modeling appropriate social interaction. Directs individual and small group learning experiences for disabled

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	children involving remediation and self help skills (e.g. getting dressed, toilet routines, hand washing, tooth brushing, housekeeping chores, meals and snacks) for the purpose of promoting appropriate age and development or appropriate social interaction. 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 child. Assist in implementing procedures that help children make a smooth transition from one group to another. Eat with and assist child in development of social and self-help skills and sound nutritional practices. Responsible for cleanup of spills and area before leaving table. 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 them to the Lead Teacher. Records attendance, observations related to IEP activities and behavior for the purpose of monitoring individual growth and development and forwards to coordinator. Must be able to withstand possible exposure to blood and bodily fluids or tissues and possible exposure to communicable diseases. Observe strict confidentiality regarding children, their families, and staff. Also, ensure parents are aware of this policy. Must sign a statement of Compliance of Confidentiality. Must attend all trainings, workshops, and meetings provided and implement knowledge and techniques gained. Must have an approved activity leave when leaving the work site on center business. Upon hire, an initial TB skin test and physical must be completed and submitted to the MCN Head Start Administrative Office and thereafter must have a physical annually. Job requires standing for long periods of time as well as stooping, squatting, lifting, carrying and running. Must attend and obtain certificate in First Aide, CPR/AED, MAT and Food Handler's License as scheduled by the program.

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	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. Prepares and demonstrates the use of specified instructional materials for disabled children, with input from staff, for the purpose of meeting individualized educational plans under the direction of the coordinator. Transports children/parents of rhte purpose of meeting program requirements. Corrects or reports unsafe conditions to supervisor for the purpose of ensuring safety. Must report suspected child abuse, neglect, etc., as required by the Muscogee (Creek) Nation Head 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. Skills to react with patience, flexibility, sensitivity, enthusiasm, tact and diplomacy to changing situations and needs; communicate with students and motivate them to participate in activities; structure time effectively; direct individual and group activities of child; carry out written and oral directions; effectively relate to low income families and minority group members; positively and consistently discipline children and maintain cooperative work relationships. Continued employment is conditional upon enrollment of disabled child. Shall perform any and all other duties as assigned.
Minimum Requirements:	High School Diploma or GED. Must have knowledge and experience with Indian inter-personal relationships, previous experience dealing with children. Communicate effectively, both orally and in writing. Must possess a valid Driver's License.
Preferred Requirements:	Child Development Associate (CDA) Certificate. Prior successful experience interacting with disabled children and adults.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

Customer Service: Responds promptly to customer needs.

Interpersonal Skills: Maintains confidentiality; Keeps emotions under control.

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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.
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.