



**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 01/24/2019	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>TEACHER AIDE</b>			
Pay Grade SG 6	Salary Range \$21,112-25,916	Classification Full Time	
Department: HEAD START	Location: Midway	Location Code: 108	FT/PT 1-Full Time

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

General Summary:	<p>Works as a team member, under the direct supervision of the Teacher and Center Supervisor.</p> <p>Have ability to work respectfully and cooperatively with Teacher, assisting her/him in increasing professional knowledge and skills</p> <p>Have knowledge and experience with the basic principles of child development.</p> <p>Adheres to guidelines set in the Muscogee (Creek) Nation Head Start and Muscogee (Creek) Nation Policies and Procedures manuals. Follows guidelines for Federal, State and Tribal regulations.</p>
Principal Duties and Responsibilities:	<p>Understands the philosophy of the program and can describe goals and objectives to others. Possess strong oral and written communication skills.</p> <p>Responsible for coordinating with the Teacher in all phases of the Head Start program and center's classroom. Ensure a well-ran purposeful classroom and responsible to participants needs.</p> <p>Inspects center, classroom, playground, buses, etc. and reports any repairs or maintenance needed immediately</p> <p>Assist the Teacher with lesson plans, room management and center activities.</p> <p>Assist the Teacher to guide and facilitate activities of the children, including daily activities and field trips.</p> <p>Able to stoop, bend, stretch, climb and lift up to fifty (50) pounds.</p> <p>Maintain strict confidentiality regarding children, their families and other staff members. Must sign a statement of Compliance of Confidentiality.</p>



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Assists in maintaining current and accurate records, forms and duties as requested by the Education Specialist and Center Supervisor, Coordinator/Specialist and/or Manager.

Operate the bus on a daily basis to transport students to and from the Head Start center, field trips and other activities. Must conduct a pre and post trip inspection of the bus each day before and after bus routes and/or field trips.

Assist the Teacher in completing and submitting lesson plans three (3) weeks in advance for approval. Develops realistic lesson plans responsive to the needs of all the children.

Assist in the development of goals and objectives for each child and for the group as a whole.

Writes anecdotes for each child daily/weekly and uses the data collected to assess each child.

Assist in maintaining comprehensive and ongoing portfolio for each child.

Ensures transitions are smooth that help children move from one group to another.

Eats with the children and assist in development of social and self-help skills and sound nutritional practices. Responsible for cleanup of spills and area before leaving the table.

Assist in administering pre and post screenings on each child and the speech/language screening annually. Integrate special needs children in a positive and respectful manner.

Fosters the belief that parents are their child's first teacher and reinforces this concept with practical suggestions from the child's parent.

Exhibits a genuine nurturing and caring attitude to all children.

Provide a guidance and leadership in the planning of and participation parent meetings scheduled monthly.

Participates with parents and children on group socialization experiences.

Plans a variety of ways to use low or not cost items in educational activities with the children.

Maintains scheduled classroom activities in absence of the Teacher and follows lesson plans and daily routines



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	<p>Ensures children are supervised at all times.</p> <p>Participates in the annual Community Assessment, as well as conducting ongoing recruitment</p> <p>Diligently pursue basic Muscogee (Creek) Nation Language skills and continue to expand from words and numbers to practical phrases.</p> <p>Assist the Teacher in conducting two (2) parent/teacher conferences and two (2) home visits per school year to keep parents informed of child' progress.</p> <p>Documents follow-up on absenteeism as assigned by the Teacher and/or Center Supervisor</p> <p>Must sign in and out on the activity leave form before leaving the work site on Head Start business.</p> <p>Must be able to withstand possible exposure to blood and bodily fluids or tissues and possible exposure to communicable diseases, be familiar with emergence procedures.</p> <p>Must attend all mandatory trainings, workshops, and professional development throughout the year and implement knowledge and techniques gained.</p> <p>Attends all center staff meetings.</p> <p>Maintains cleanliness of the center, classroom by sweeping and mopping floor; vacuuming and disinfecting restrooms. Assist in the daily cleaning of buses.</p> <p>Mandated child abuse and neglect reporter.</p> <p>Must have a valid Oklahoma Driver's License</p> <p>Upon hire, must obtain and initial TB skin test and physical and submit to the Head Start Administrative Office and thereafter obtain a physical annually.</p> <p>Must obtain a CDL License within six (6) months of employment.</p> <p>Must have and/or obtain certification in the First Aide/CPR/AED, MAT and Food Handler's Permit as scheduled by the program</p> <p>Performs all other duties as assigned by the Manager, Program Coordinator/Specialists, and Center Supervisor related to program philosophy.</p>
Minimum Requirements:	CDA or State awarded certificate that meets or exceeds the requirements



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	of a CDA.  Must submit to and pass all necessary background checks, fingerprinting and drug testing.
Preferred Requirements:	Associate's or Baccalaureate Degree in Child Development, Early Childhood Education, or Equivalent coursework
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.
- 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



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#### **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.