***Vacancy Announcement***

**Job Title:** Substitute Teacher Aide  
**Supervisor:** Center Supervisor, Education Manager, Assistant Director, Director  
**FLSA Status:** Non-exempt  
**Employment Status:** On-call, as needed 9:00 – 3:00  
**Location:** Canton, Clinton, & Concho, OK  
**Issue Date:** July 21, 2020  
**Closing Date:** Until Filled

All staff work toward this overall program goal: To assist each child in developing to his/her potential, and to empower parents in their role as the most important and primary teachers, caregivers, and role models of their own children.

**GENERAL OBJECTIVE:** The Substitute Teacher Aide is responsible to work cooperatively with an assigned Teacher and assist in all realms of the classroom, playground, field trips and other planned activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- **Mandatory reporter of all suspected incidents of child abuse and neglect.**
- **Drug Free Policy – No tolerance.**
- **In the event of a disaster, Head Start employees are required to provide assistance in accordance with the tribe’s Emergency Operations Plan or their level of training (CPR and/or First Aid).**
- **All Cheyenne & Arapaho Tribes Head Start applicants must submit mandatory criminal background check information to the Personnel Department before employment with the program, or following any conviction occurring after commencement of employment.**

**Duties and Responsibilities**  
**Substitute Teacher Aide**  
- Responsible for adhering to the Performance Standards and meeting the requirements of the early childhood content area and nutrition content area.  
- Assist in maintaining complete and accurate child files, forms, and report within allotted timelines necessary for Education Manager & Family & Community
Partnership Manager to document and track needs of children and services to be provided.

- Responsible for children in their assigned class to include: screenings/assessment, referrals, IEPS, goal planning in partnership with parents.
- Assist in conducting two home visits per year with each family of class members.
- Assist in creating a positive and clean environment conducive to learning and in compliance with Head Start standards.
- Assist in developing monthly lesson plans both culturally and age appropriate.
- Assist in maintaining anecdotal report on child behaviors observed during class time for individualization and assessment completions.
- Work cooperatively with Education manager.
- Utilize modeling and demonstrate effective ways to guide young children.
- Drive buses or serve as monitor daily or as needed.
- Responsible for participation in center wide activities for thematic units, field trips, etc.
- Assist in communicating with Family Service Coordinator for identified issues or suggested parent trainings.
- Follows rules and regulations as set forth by the Tribal Council, in conjunction with Tribal Personnel Policies and Procedures Manual.

Program participation and Team Member

- Arrive to work on time, punctually attends and actively participates in all program activities to include site, component, and staffing team meetings, all staff meetings, overnight retreats and trainings.
- Required to be respectful, cooperative and reliable team member and participant in program activities.
- Projects a professional work image, both in dress and manner. Required to dress in solid scrubs approved by Policy Council.

Confidentiality

- Required to respect the confidentiality of information about enrolled children and families, personnel issues, and other program operations as appropriate.

Training

- In consultation with supervisor, develops own professional work goals and training plan. Participates in training as requested.

Qualifications

- Must have a valid OK Driver’s license and be willing to obtain a CDL and Bus Driver’s Certificate within 90 days of hire.
- Must be in good physical health which allows lifting and moving.
- Knowledge of Head Start is desirable.
- Ability to work independently.
- A high school diploma or GED.
- Must be familiar with federal, regional, state, and local tribal regulations as they apply to the specific area of program operations.

**Other Requirements**
- Ability to function effectively in cross-cultural situations.
- Ability to understand and practice warmth, empathy and genuineness in work with staff, parents, and community.
- Demonstrates leadership ability in areas of planning, organizational, and communication.
- Obtain and hold a current food handler’s care/first aid and CPR.
- Valid CDL license with bus driver’s license.
- Maintain compliance with Criminal History Registry.
- Random Drug Testing.
- Knowledge of the Head Start Performance Standards.
- Be a positive role model.
- Cheyenne and Arapaho Preference.

**Physical Qualifications**
Ability to manage physically-active children, ages three to five within a weight range up to 60 lbs., lifting, restraining, guiding, pursuing, withstanding sudden movements.

I have read the above job descriptions. I understand it and will fulfill my responsibilities to the best of my ability.

______________________________  _______________________
Signature                        Date

Cheyenne & Arapaho Tribes of Oklahoma
Head Start Program
**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
**Personnel Department**
P.O. Box 167
Concho, OK 73022
Or e-mail: atisdale@cheyenneandarapaho-nsn.gov
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at:
www.cheyenneandarapaho-nsn.gov