



## **JOB DESCRIPTION**

**\*\*\*SENSITIVE\*\*\***

<b>Job Title:</b>	<b>Co-Teacher</b>
<b>Dept./Division:</b>	<b>Education/Ili Uusim Mahtawapo</b>
<b>Unit:</b>	<b>Ili Uusim Mahtawapo (Head Start)</b>
<b>Job Family/Class:</b>	<b>Early Childhood Education</b>
<b>Supervised By:</b>	<b>Education Supervisor</b>
<b>Employee Type:</b>	<b>Hourly/ School Year 10-11 Months</b>
<b>Pay Grade:</b>	<b>16</b>

### **NATURE OF WORK:**

Under the direct supervision of the Education Supervisor, assist teachers in providing educational instruction to pre-school age children. Incumbents follow lessons plans, monitor students within the classroom and on school grounds, assist with parent/ teacher conferences, home visits and help maintain student records.

### **ESSENTIAL FUNCTIONS:**

- Assist teacher in preparing and implementing lesson plans on a daily basis.
- Support teacher by working with students with the required curricula using strategies that foster higher-level thinking, reasoning and problem solving.
- Assist teacher in delivering developmentally appropriate instruction to meet student' needs.
- Participate in home visits to learn about the child's learning environment at home and to assist parents with child developmental benchmarks.
- Work with all program staff to help meet the program's objectives.
- Help guide children through self-directed activities, allowing students to develop their cognitive, motor and sensory skills.
- Assist the teacher in assessing students' developmental, cognitive and social needs and support developmentally appropriate instruction to meet those needs.
- Supervise daily signing in and out of children as requested.
- Participate in coordinating and serving breakfast, lunches and snacks to the children.
- Dine with students in family style meals.
- Supervise the children to ensure their safety in the classroom, learning centers and playground.
- Assist with maintaining, organizing materials and cleaning the workspace to facilitate a healthy, clean and safe learning environment for each child.
- Maintain records and prepare reports as required.
- Assist the teacher in preparing and provide information for the Parent's Monthly Newsletter.
- Assist the teacher with introducing and reinforcing Hiaki Language and Culture.
- Assist teacher and the Education Supervisor in developing the Individual Educational Plans (IEP'S); attend child study team meetings.
- Make referrals; as needed.

- Participate in teaching teams to create and foster a nurturing and stimulating non-competitive environment.
- Attend staff meetings and professional development opportunities.
- Perform other duties of a similar nature or level as requested by supervisor or director.

**ESSENTIAL KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- Head Start performance standards;
- Teaching theory and applied techniques;
- Organization and planning;
- Head Start Program Policies and Regulations;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

**Skills in & Ability to:**

- Demonstrate an understanding of the Arizona Early Learning Educational Standards and Head Start performance standards and School Readiness Goals;
- Facilitate positive interactions between student and teacher, student and peers and student and other adults;
- Assess their own co-instructional effectiveness;
- Organize and multi-task;
- Teach pre-school aged children;
- Keep accurate records;
- Model positive learning and behaviors consistent with the expectations for students;
- Collaborate with peers to develop, plan and implement best practices based on the needs/abilities of the students; always putting student' needs above all else;
- Prepare monthly reports;
- Follow through on referrals, recommendations and academic evaluation results;
- Collaborate and communicate regularly with families in making educational decisions and utilize family and community resources to support learning opportunities;
- Continue professional development through course work, peer collaboration, cultural and traditional workshops, and/or job-embedded staff development;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

**TRAINING AND EXPERIENCE:**

Associate Degree in Early Childhood or an advanced degree plus one (1) year experience in working with pre-school children.

**LICENSING REQUIREMENTS:**

- CPR and First Aid Certifications or be able to obtain within ninety (90) days of hire;
- Food Handler's Certificate or obtain one within ninety (90) days of hire;
- Negative TB test;
- Must possess and maintain a valid Arizona Driver's License.

**BACKGROUND CHECK:**

- Must have a current Level 1 Arizona Clearance Card. Failure to maintain a current Level 1 Clearance Card will result in removal from this position;
- Must provide at least three (3) business related reference letters;
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

*Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).*

**TRIBAL VEHICLE USE POLICY NOTICE:**

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

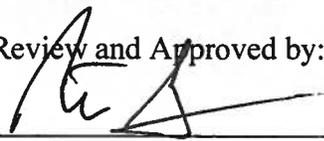
**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing, balancing. Incumbents may be subjected to chemicals, oils, bodily fluids and travel.

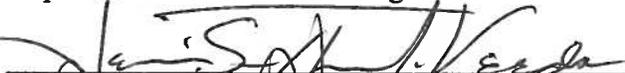
**Medium Work:** Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

***This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.***

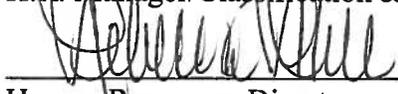
Review and Approved by:

  
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 Department Head and/or Designee

1/6/15  
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 Date

  
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 H.R. Manager/Classification & Compensation

1/6/15  
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 Date

  
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 Human Resources Director

1/7/15  
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 Date