



QUECHAN INDIAN TRIBE
Ft. Yuma Indian Reservation
HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899
Phone (760) 919-3600
Fax (760) 572-2961

POSITION DESCRIPTION

Position: Teacher Assistant – Part-Time
Work Year: 6hrs. day/43 weeks

Salary: \$17.55 Non-Exempt

Opening: Monday, December 9, 2024

Closing: Friday, December 20, 2024

BASIC FUNCTIONS:

This position works under the direct supervision of the Head Start Education Mentor Coach and the Teacher. The part-time Teacher Assistant will assist with the daily classroom activities and help maintain a safe and clean learning environment for three- and four-year-old children. The part-time Teacher Assistant will assist the Teacher and Teacher Assistant in coordinating and integrating educational activities with all other Head Start components. May assume responsibility of the classroom when the Teacher is absent.

DUTIES & RESPONSIBILITIES:

- Assist in developing the weekly Lesson Plans prepared and implemented in accordance with the Head Start Performance Standards objectives.
- Assists with overall supervision and bus monitoring of children during Head Start sessions and services. This includes classroom time, indoor/outdoor play, mealtimes, in lavatories, and when other activities occur.
- Assist in supervising children with all planned activities in the classroom, other settings, and outdoor play.
- Assists Teacher and Teacher Assistant in preparing daily educational lesson and monthly progress reports.
- Ensures a safe and clean indoor and outdoor environment for all children.
- Participates in all program activities that are scheduled by Head Start and must sometimes work varied schedules to meet the needs of children, parents and families.
- Attends scheduled in-service and pre-service training both on and off site.
- Must attend parent sponsored functions and other extra-curricular Head Start activities that is part of the Quechan Head Start program. These activities may occur outside of the regular working hours on weekends and evenings.
- Performs other related duties as assigned.
- Shall attend not less than 15 clock hours of professional development per year.
- Must attend CDA early child development coursework and continue formal education.

- Random drug testing.

QUALIFICATIONS:

- High School Diploma or GED. Previous experience with Head Start or Parent Community work preferred of hire.
- A.A. degree in Early Childhood Education or related field desired; or a Child Development Associate (CDA) credential, and or a state awarded certificate that meets or exceeds the requirements for a CDA credential, and or enrolled in a program that will lead to an associate or baccalaureate degree in early childhood education, or a minimum of one-year related work experience working in an early childhood education setting such as a childcare center, school or Head Start preferred, or previous experience in Head Start as an employee, parent, or volunteer in working with children, and must be enrolled in a Child Development Associate Credential program which needs to be completed within 2 years from the date of hire.
- Must be 18 years of age.
- Must have valid drivers license and be insurable by the Tribe.
- Be self-motivated and show an appreciation of children and education. Must be willing to participate in early childhood development related to obtaining CDA or ECE Degree.
- Ability to physically and mentally keep up with three or four year old children, i.e. outdoor
- Must be punctual, dependable, and not have a record of excessive absences.
- Must possess good verbal and written skills and demonstrate ability to maintain confidential information.
- Must pass yearly physical to include TB skin test. Must obtain and maintain CPR, First Aid and Food Handlers Certifications.
- Must be able to obtain a fingerprint clearance card.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

**Quechan Indian Tribe
Human Resource Department
350 Picacho Road
Winterhaven, CA 92283
Telephone: (760) 919-3600 Ext. 280
Fax: (760) 919-3661**

**Mailing Address:
P. O. Box 1899
Yuma, AZ 85366**

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants must pass a pre-employment Alcohol/Drug screening and Background Check.