



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

- JOB TITLE:** Program Support Assistant
- DEPARTMENT:** Administrative & Office Staff
- LOCATION:** Offsite: Child Care Office, 1503 South Mission Suite C, Anadarko
- REPORTS TO:** Child Care Development Programs Director

JOB SUMMARY:

Program Support Assistant provides child care service delivery, coordinates educational activities at the Wichita Child Care Centers, and implements CCDF policies and program guidelines. Will be faced with multiple teaching duties relating to Science, Technology, Engineering, and Math (STEM). Responsible for implementing the STEM pilot program. Also responsible for collaborating with teachers in promoting interdisciplinary STEM activities into the core curriculum.

CORE DUTIES AND RESPONSIBILITIES:

1. Assists Director in monitoring Child Care Development Fund (CCDF) child care centers to ensure all are in compliance with Tribal CCDF Program guidelines and regulations.
2. Assists with creating, implementing, and coordinating with Teachers on educational activities for all age levels.
3. Assists teachers with establishing performance goals and objectives for students and teaching staff.
4. Confers with teaching staff regarding behavioral or developmental concerns for enrolled children in CCDF programs and researches methods to improve areas of concern.
5. Coordinates and researches educational activities in Science, Technology, Engineering, and Math (STEM). Deliver STEM-oriented instruction through project-based learning methods.
6. Attends professional development and training related to STEM programs and methodologies, staying abreast of current research.

7. Employs a variety of instructional techniques, instructional media, and performance assessments, which guide the learning process toward curriculum goals and student learning.
8. Uses technology to promote learning, creativity, and collaboration.
9. Works directly with school administrators and staff in the development, implementation, and evaluation of STEM initiatives and curriculum.
10. Organizes, develops, and coordinates special STEM events/activities. Initiates new programs that support the STEM vision.
11. Coaches teachers on STEM initiatives and instructional best practices in the STEM areas.
12. Serves as liaison to prospective or selected STEM vendors, to determine the best resources, options and innovations that will optimize the learning experience for students and staff.
13. Shares STEM events and activities through social media, such as Facebook, Twitter and Instagram.
14. Plans presentations for use with the Star Lab Portable Planetarium.
15. Assist in creating and maintaining Parent Monthly Newsletter, Social Media Web site, monthly activity schedule and/or calendar.
16. Performs other duties directly related to this position as needed or requested.

EDUCATION AND EXPERIENCE:

1. Prefer Associates Degree in Education, Child Development, or Business Administration, or be working towards a degree. Minimum 40 hours credits in the above areas.
2. Must be knowledgeable of Oklahoma Department of Human Services Child Care licensing requirements.
3. Prefer three (3) years of experience working with children in a classroom setting and demonstrate basic knowledge of early childhood development.
4. Experience working with Special Needs children a plus.
5. Be computer literate and able to operate software for letter processing and spreadsheets.
6. Must have communication skills, both oral and written, to interact with staff, teachers, parents, and other individuals regarding program, and client matters.
7. Proven ability to work well with Indian families and children, and must have positive human interaction skills.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. The noise level in the work environment is usually moderate to occasionally loud.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. Physical demand requirements are at levels of those for sedentary work.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver’s License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program and personnel matters. Indian Preference applies.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

TRIBAL ADMINISTRATOR

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.