



## WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

**JOB TITLE:** Teacher Assistant

(This position will be used at any of the Wichita and Affiliated Tribes Child Development Centers, WCDC, WSRP or Star Academy)

**DEPARTMENT:** Administrative & Office Staff

**LOCATION:** Offsite: WCDC, WSRP or Star Academy, Anadarko, OK

**REPORTS TO:** Center Director

**JOB SUMMARY:**

Teacher Assistant will report to the Master Teacher of assigned classroom. Will assist in providing care for children in child friendly setting, offering support and opportunity for emotional and social development, and encourages positive self-concepts and understanding of others. This position may work outside of the normal work week.

**CORE DUTIES AND RESPONSIBILITIES:**

1. Most important responsibility is the care, safety, and well-being of all children in the Wichita Child Development Center (WCDC), Wichita School Readiness Program (WSRP), and Wichita Star Academy.
2. Maintains prompt hours and immediately notifies the Center Director in the event of illness or absence from work.
3. Maintains a professional attitude and a flexible, positive approach to his/her job. Maintains client and program confidentiality. Works together with other teachers to form a strong team.
4. Assists with classroom management and adheres to program discipline policies. Assists with classroom record keeping duties as directed by Master Teacher. Helps with the general care and cleanliness of equipment and materials of the center.
5. Maintains a working relationship with families of all children attending the Wichita Child Development Center (WCDC), Wichita School Readiness Program (WSRP), and Wichita Star

Academy and will promote the Wichita and Affiliated Tribes, the Wichita Child Development Center (WCDC), Wichita School Readiness Program (WSRP), and Wichita Star Academy, and the Teacher Assistant position in a positive way to families and the community.

6. Attends local, state, and national child care meetings and/or trainings in the field of Early Childhood Development. Attends staff meetings and required trainings as scheduled.
7. Has a responsibility to communicate with the Center Director concerning any problem that cannot be resolved and is leading to a conflicting situation.

### **Responsibilities regarding Children:**

1. Assists with supervising children at all times while in classrooms, on the playground, on field trips, during parties, etc.
2. Reports all injuries and/or accidents occurring during shift to the Center Director and Master Teacher. In the event that a child appears ill, reports immediately to the Master Teacher and Center Director to ensure steps are taken to protect the health of the child and the other children.
3. Assists in preparing a stimulating program/lesson plan of activities for his/her group with attention to individual development, emotional, physical, psychological, and social needs of each child.
4. Promotes good nutritional habits and sees that there is a calm atmosphere for lunch, snacks, and nap time. Instructs children in health and personal habits such as eating, resting, and toilet habits.
5. Demonstrates verbally, and by role modeling, a sound knowledge of good teaching practice and knowledge of child growth and development. Provides a model of good social conduct.
6. Assists in preparing daily written report of child's behavior and activities for parents.
7. Assists in keeping records on individual children, including observations and information about activities, meals served, and medications administered.
8. Disciplines children and recommends or initiates other measures to control behavior, such as caring for own clothing and picking up toys and books.
9. If child abuse is suspected, required by law to report the incident and required to cooperate fully in the investigation of any allegations.

### **EDUCATION AND EXPERIENCE:**

1. Possess High School Diploma or GED, or have completed the 10<sup>th</sup> Grade and be in the process of obtaining a High School Diploma or GED, and be at least 16 years of age.
2. Must be willing to obtain a minimum of 20 hours training required annually.

3. Have the ability to interpret and follow program guidelines relating to the program.
4. Must have communication skills, both oral and written, to interact with staff, officials, parents, and other individuals regarding program and client matters.
5. Must obtain food handler's permit and First Aid/CPR certification within 60 days of employment.
6. 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, but will be exposed to wet and/or humid conditions, high temperatures, and other outside weather conditions. Frequent stressful conditions. 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 and pass a physical exam. Must be able to stoop, crawl, kneel, and bend in order to speak to children at the child's eye level, to play with children, and to pick up toys/equipment off the floor. The employee must frequently lift, carry, and move more than 25 pounds.

**SPECIAL REQUIREMENTS:**

Possession of a valid Oklahoma Driver's License is preferred but will not be required. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program matters. This position may work outside of the normal work week. Direct Deposit is required.

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

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**EMPLOYEE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DEPARTMENT SUPERVISOR**

\_\_\_\_\_  
**DATE**

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**CHIEF OPERATIONS OFFICER**

\_\_\_\_\_  
**DATE**

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**HUMAN RESOURCES DEPARTMENT**

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**DATE**

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*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.*