# WICHITA AND AFFILIATED TRIBES
# POSITION DESCRIPTION

**JOB TITLE:** Teacher Assistant – WCCC

**DEPARTMENT:** Administrative & Office Staff

**LOCATION:** Offsite: 418 West Cummins Road, Hinton, Oklahoma 73047

**SALARY:** Minimum: $13.00 Midpoint: $15.00 Maximum: $17.00

**GRADE:** AOS - 2

**REPORTS TO:** WCCC Center Director

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

**CORE DUTIES:**

1. Assists with supervising children at all times while in classrooms, on the playground, on field trips, during parties, etc.

2. 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.

3. Supervises students within the classroom and other assigned areas.

4. Assists with the development of lesson plans and delivering instruction within established curriculum guidelines.

5. Collaborates with other professional staff and administrators to improve instruction.

6. Engages parents/guardians in conversations about instructional programs and student progress.

7. Provides support and reinforcement for teachers and lessons.

8. Provides one-on-one or small group instruction and lesson review.

9. Assists teachers with attendance, grading, and other administrative tasks.

10. Assists in setting up materials and equipment to help teachers prepare lessons.

11. Provides additional supervision for students during class, lunch, recess, between classes, and on class outings or field trips.

**SPECIFIC PROGRAM DUTIES:**

1. Provides care, safety, and well-being of all children in the Wichita Child Care Center (WCCC).

2. Reports child abuse if suspected, is required by law to report the incident, and is required to cooperate fully in the investigation of any allegations.

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 the Master Teacher. Helps with the general care and cleanliness of the equipment and materials of the center.

5. Maintains a working relationship with families of all children attending the WCCC and will promote the Wichita and Affiliated Tribes, the WCCC, and the Teacher Assistant position positively 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. Communicates with the Center Director concerning any problem that cannot be resolved and is leading to a conflicting situation.

8. Reports all injuries and/or accidents occurring during a shift to the Center Director and Master Teacher. If 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.

9. 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.

10. 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.

11. Assists in preparing a daily written report of the child's behavior and activities for parents.

12. Assists in keeping records on individual children, including observations and information about activities, meals served, and medications administered.

## EDUCATION AND EXPERIENCE:

1. **Minimum**: High School or General Education Diploma AND a minimum of 1-year experience in an increasingly responsible administrative/clerical capacity, with a demonstrated experience serving in an entry-level capacity, and/or a combination of education, training, and experience equal to 1-year can be substituted, which must be documented.

## KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledgeable and skilled in correct spelling, grammar, and administrative office procedures.
2. Knowledgeable in Microsoft Word and Excel.
3. Skills in Communication, both oral and written, to interact with children, colleagues, program directors, parents, public, tribal leadership, employees, vendors, and other individuals.
4. Skills to read, analyze, interpret documents, and write routine reports.
5. Ability to organize and maintain clear and concise records.
6. Ability to operate software for letter processing and spreadsheets.
7. Ability to interpret and follow program guidelines related to the Child Care Development Fund, Department of Human Services Child Care Licensing, and related programs.
8. Ability to be a self-starter and work with minimal supervision.

## 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 uses 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 kitchen appliances 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 40 pounds.

## SPECIAL REQUIREMENTS:

Possess a valid Oklahoma Driver's License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding the program. Must be 18 years of age. The Wichita and Affiliated Tribes hiring preference policy applies.

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** |
| _____ | _____ |
| **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.*