



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> ASSISTANT TEACHER		<b>JOB CODE:</b> ASST	
Government - Employee		<b>EEO:</b> 5	<b>PAY GRADE:</b> 10 \$18.52 – 30.29
Non-Exempt	No Flex	<b>FUNDING SOURCE:</b> Grant/NPD	<b>NATIVE AMERICAN PREFERENCE</b>

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

The Assistant Teacher will be a direct support for the Center Director/Lead Teacher, assisting in the daily routines and activities of the children. In the absence of the Center Director/Lead Teacher, they will be responsible to fill these duties.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Be involved in all aspects of the Head Start Center operations and assist in-group activities.
  - A. Assist Lead Teacher in preparation of lesson plans and monthly reports.
  - B. Assist the Lead Teacher with child assessment three times per year by documenting child observations.
  - C. Assist in all daily center activities and participate in mealtime routines.
  - D. Assemble materials for daily activities.
  - E. Lead children in large and small group activities.
  - F. Order supplies as needed and with the approval of the Lead Teacher.
2. Must have an understanding of and be able to implement all state and federal regulations as well as program policy and procedures.
3. Attend trainings and meetings as required by Supervisor.
  - A. Travel for meetings and training may be required.
  - B. Attend local parent committee and Policy council meetings when requested.
4. Confidentiality is required at all times, and as such, must sign a confidentiality statement.
5. Must participate in continuous recruitment for enrollment.
6. Responsible to participate in the performance of Center maintenance.
  - A. Ensure a clean, sanitary, and orderly condition of the Head Start Center. Make repairs as needed.
  - B. Maintain clean and orderly appearance of outside premises, mow lawn, trim weeds, etc.
  - C. Check building fire extinguishers monthly and smoke alarms weekly.
  - D. Maintain and practice a monthly evacuation plan for the Center.
7. Perform other duties as assigned by Supervisor.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Participates in developing policies and strategic plans and implements operating plans.
Supervisory Accountability	None
Organizational Accountability	Oversees daily classroom management and safety of students.
Financial Accountability	None



Customer Accountability	Interfaces with regulatory authorities, outside, and inside customers.
Freedom to Act	Subject to general input and regular review by supervisor.

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. Must have an Associate's Degree in Early Childhood Education.

**ESSENTIAL:**

1. Must be able to pass all federal and state licensing requirements to include background checks, annual physical, and TB screening.
2. Must possess or be willing to obtain CPR/AED and First Aid training within 90 days of employment and update as needed.
3. Must possess or be willing to obtain a CDL with an S endorsement within one year of hire.
4. Must have a valid driver's license, dependable transportation and proper insurance.

**EXPERIENCE:**

1. One (1) year of experience.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Willingness to fully participate in the Head Start Program.
2. In the Lead Teachers absence, must have the ability to perform the duties and responsibilities of that position.
3. Data entry skills are required.
4. Ability to relate and deal with the needs, which typify a multi-cultural environment of children and their families.
5. Must be dependable, energetic, possess initiative, be self-motivated and have the ability to maintain strict confidentiality.
6. Must be able to work with a variety of personalities, work cooperatively and effectively with supervisor, all employees, governing bodies, community partners and families; remembering that courtesy, respect and a positive attitude are required at all times, even under conditions that can become stressful due to extensive regulations and deadlines.
7. Must be appropriate role model to children, families and staff.
8. Must possess an impeccable attendance record in previous positions.

**WORK PLACE RESPONSIBILITY**

1. Maintains a compliant, safe and healthy work place environment.
2. Maintains a neat and clean work environment
3. Maintains strict confidentiality
4. Promoted positive employee relations
5. Must be able to work in a team setting.

**WORKING CONDITIONS**

1. The duties of this position are primarily performed in a classroom setting.
2. The physical demands of this position are referenced on the Physical Demands Worksheet.