

Northern Cheyenne Tribe
*****JOB RE-ADVERTISEMENT*****
Head Start Program

POSITION: Assistant Teacher - (2 positions)

SALARY: 8.15 p/h

SUPERVISOR: Education Manager

OPENING DATE: April 19, 2017

CLOSING DATE: April 26, 2017

HOW TO APPLY: Submit the following documents:

1. Completed NCT Application.
2. Copy of Photo ID and Social Security Card
3. Copy of your GED or High School diploma
4. Copy of Current Physical, TB Test & Hepatitis B vaccination
5. Copy of Background Check or Receipt for money order submitted to Tribal Court (\$10.00)
6. Minimum of three years specialized training in early childhood education.
7. Associates of Arts Degree in early childhood education or experience equivalent is preferred.
8. Must be able to acquire First Aide/CPR training upon hire.
9. NCIC Background Check and Drug Test required upon hire

SUBMIT APPLICATION AND DOCUMENTATION TO DENISE SWANK,
PERSONNAL OFFICE
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Summary of Work: Assist teacher in planning and the implementation of the daily program. Supports teacher in regards to all Head Start Objectives. Serves as a bus aide. Advocates of the children and their families.

Job Requirements:

Knowledge: this position requires a working knowledge and respect for children and an understanding of child/parent needs. This position requires a thorough knowledge of early childhood education and the developmental levels. General knowledge of federal, state, tribal, and local Head Start guidelines and general knowledge of the Northern Cheyenne community and culture is required.

Skills: This position requires skills in assisting teaching small children, skills in implementing components plans, and skills in using audio-visual equipment and other classroom equipment and materials.

Abilities: This position requires the ability to: interpret; carry out instructions; promote good public relations; observes; keep accurate documentation; initiate and implement program and to keep focus that we are here for the children and their families; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees; supervisors, and the public.