

**Northern Cheyenne Tribe**  
**\*\*\*JOB ADVERTISEMENT\*\*\***  
**Head Start Program**

POSITION: Assistant Teacher

SALARY: \$11.59 p/h

SUPERVISOR: Education Manager

OPENING DATE: 11/2/18

CLOSING DATE: 11/9/18

**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 and Transcripts.
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. Must have one of the following: Child Development Associates Degree (CDA), or Associates of Arts Degree in Early Childhood education or Bachelors of Arts Degree in Early Childhood. Must be sealed certified transcripts.
8. Must be able to acquire First Aide/CPR training upon hire.
9. NCIC Background Check and Drug Test required upon hire

Please turn completed application into N.C. Tribe Human Resource Director.  
Do not turn application and documents into Head Start 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 for 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; to focus on the importance of being 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.