

Northern Cheyenne Tribe

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Head Start Program

POSITION: One on One Disabilities Aide

SALARY: \$10.00 per hour

SUPERVISOR: Disabilities Coordinator

OPENING DATE: March 5th 2018

CLOSING DATE: March 9th 2018

HOW TO APPLY: Submit the following:

1. A current NCT Application.
2. A copy of your GED or High School diploma
3. Must sign a release of information for background check.
4. Must submit to a drug test upon hire.
5. A copy of physical exam.
6. A copy of current immunization along with proof of Hepatitis B vaccination
7. A copy of Current TB Test results (if available).
8. Experience in Early Childhood development and working with children with disabilities.

Please turn completed application into Denise Swank, Personnel Director.

Do not turn in to Head Start Office.

Incomplete Applications will not be considered.

Summary of Work: Provide one on one assistance as outlined in the IEP (Individual Education Plan) regular lesson planning, and behavior management plan. Serve as an advocate for children and their families.

Job Requirements:

Knowledge: This position requires a working knowledge in the IEP Development of a child with a disability. Knowledgeable about the special education cycle, the state law pertaining to disabilities, and Head Start Federal guidelines.

Skills: Demonstrate skill in oral and written communications with teaching staff, other center staff, supervisor and license professionals, (Speech/Language Therapist, Occupational Therapist, Physical therapist, and Nutritionist). Skills in using special adaptive equipment, classroom equipment, and materials.

Abilities: Maintain good daily work attendance for developmental progress of child. Must attend training as required by the supervisor. Ability to lift up to 50 lbs. twice per day. Able to carry out transitional activities throughout the day as well as classroom transitional activities. Ability to adhere to professional standards/ethics and abide by all program policies, procedures, and classroom guidelines. Must be able to work under the supervision of licensed professionals. Able to maintain strict confidentiality of sensitive information.

Education and Experience:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A copy of your GED or High School diploma
- Experience in Early Childhood development and working with children with disabilities.
- Must submit to a drug test upon hire.
- Copy of a current physical.
- Copy of current immunization along with proof of Hepatitis B vaccination
- Current TB Test results (if available)