

Northern Cheyenne Tribe
Position Advertisement

Position: Quality Assurance Aide **Salary:** \$11.59 /900hours

Department: Head Start Program

Supervisor: Education Manager

OPEN: October 21, 2021

CLOSES: **Open until filled**

HOW TO APPLY:

Submit the following documents:

1. **Current NCT application.**
2. **Copy of current Photo ID and Social Security Card.**
3. **Copy of GED or High School Diploma preferred**
4. **Current proof of a physical examination, TB Test and Hepatitis B vaccination.**
5. **Copy of Background Check or Receipt for Money Order submitted to Tribal Court (\$10.00)**
6. **Copy of current food handlers (ServSafe) Certificate.**
7. **Must be able to acquire First Aide/CPR training upon hire.**
8. **NCIC Background Check and Drug Test required upon hire.**

Position Purpose

Under the supervision and direction of the Education Manager, support and promote school readiness of the Northern Cheyenne Head Start program by providing daily assistance to educational staff. In accordance with Head Start Performance Standards enforce a system of health and safety practices that ensure children are kept safe at all times. Assure safety practices are continuous, facilities are kept safe through an ongoing preventative system and in compliance with Head Start regulations.

Essential Job Responsibilities: Performance Indicators

1. Maintains general knowledge of best practices in fields of early childhood education, early childhood special education, and early childhood mental health in order provide quality assistance to Education Manager, Education staff and Head Start Management.
2. Serve as a teaching assistant and bus monitor, when needed.
3. Monitor, communicate and coordinate under Head Start Program Performance Standard guidelines with various classroom as assigned.
4. Familiar with work orders, health screeners, and reporting processes.
5. Work as a team; communicate effectively to build trust.

6. Works cooperatively with Education Manager, Education Staff, and Head Start Management.
7. Attend staff meetings and trainings.
8. Performs other related duties as assigned.

Minimum Requirements:

- High School Diploma or GED required.
- Associates of Arts Degree preferred.
- Experience working with children.
- Knowledge and experience in working with early childhood, mental health and disabilities services.
- Intermediate to advanced computer skills, internet and e-mail.
- Valid Montana Driver's License and access to transportation.
- Within 90 days of employment must be Pediatric CPR and First Aide certified and have a current Food Handler's card.

Knowledge, Skills and Abilities:

- Intermediate to advance computer skills, internet and email.
- Ability to communicate (verbal and written) effectively and appropriately with others.
- Ability to work independently as well as in a team environment.
- Sustained concentration and attention to detail and accuracy.
- Ability to prioritize and manage work load and deadlines.
- Occasional bending, stooping and lifting up to 25 lbs.
- Maintain confidentiality.
- General knowledge of child development, work with three – five year old children.
- Ability to recognize safety issues of facility. Able to take corrective actions towards bringing issues into compliance.

All communications are potentially sensitive and are subject to Head Start's policy on confidentiality.

Position Information

- Part Year/Full Time
- Position is informed by the Northern Cheyenne Personnel Manual, Head Start Performance Standards and Head Start Policy and Procedures.
- Supervision by Education Manager

Policy Council Approval: _____