



The Three Affiliated Tribes **Job Description**

Teacher Aide/Cook/Floater

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Education Manager DEPARTMENT: Head Start SALARY: DOE CLASSIFICATION: Non-Exempt	FLSA STATUS: <i>FT-Regular/Seasonal</i> LOCATION: 509 9 th St N OPENING DATE: CLOSING DATE:
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POSITION SUMMARY: The Classroom Teacher Aide/Cook/Floater will assist in the Three Affiliated Tribes Head Start program in a capacity that ensures the continuation of operation of each Head Start center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist in the daily operations of the Head Start centers to ensure the carrying out of Head Start Program Performance Standards and the Three Affiliated Tribes Head Start Policies.
2. Provide support to teachers and cooks.
3. Provide support to front office staff.
4. Assist in implementing an educational program that meets the needs of the children, their families, and the early childhood educational needs of the local and tribal community.
5. Report any suspect of child abuse and neglect to the supervising teacher.
6. Must participate in training and professional development.
7. Must attend all staff meetings and pre-service/in-service training.
8. Prepare breakfast, noon meal and one snack for children.
9. Plan and prepare the menu daily, weekly, monthly and yearly.
10. Report to work at Head Start Center from 8 am to 4 pm. When children are not in school, work hours are from 8 am to 4:30 pm.
11. Clean and sanitize
12. Provide household and custodial chores inside and outside the center.
13. Maintain current, accurate and complete records that include Head Start forms, menus, reports, and inventory requirements.
14. Help in classroom after school hours with bulletin board, prep work, cleaning and other chores as assigned by scheduling.
15. Use positive child guidance, positive reinforcement and active supervision at all times with the children.
16. Prepare meals for field trips-sack lunches.
17. Provide input about lesson planning to meet nutrition objectives in the performance standards.
18. Use appropriate dress wear and hair net usage when preparing food.
19. Keep current with your state sanitation and safety certificate.
20. Must participate in training and professional development.
21. Must attend all staff meetings and pre-service/in-service training.
22. **And other duties as assigned.**

***NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.*



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SUPERVISORY REQUIREMENTS:

- N/A

COMPETENCIES:

- Provide responsive and appropriate service to each child and family.
- Foster the parent's role as the principal influence on the child's development and as the child's primary educator, nurturer and advocate.
- Communicate with families, parents, governing bodies and other staff to build linkages and partnerships for continuous improvements of services for each child and family.
- Provide and maintain a safe, clean and healthy environment in the kitchen, to meet the needs of individual children and those with special needs.
- Follow approved menus
- Prepare breakfast, noon meal and one snack efficiently and sanitarily with adequate time between meals, following approved menus and schedules.
- Participate with children at meals and other times when possible, to encourage language and social learning with positive guidance.
- Maintain and present current, accurate, & complete records and menu planning workbook, including inventory requirements.
- Follow Head Start's policies and procedures.

KNOWLEDGE AND ABILITIES:

Knowledge

- Must have good verbal communication skills to express one-self effectively.
- Must be able to relate respectfully and courteously to children and adults.
- Must be able to take direction and constructive criticism.
- Must be able to organize/manage time/materials/information without constant supervision.

Abilities

- Ability to meet change progressively and creatively.
- Ability to work as a team member.
- Must pass employment physical examination and TB test yearly, prior to the start of each school year.
- Must obtain First Aid/CPR, Food Handler, Mandated Reported and Curriculum Reliability certificates within 30 days of hire

MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma/or GED **REQUIRED**
- CDA preferred
- Valid Driver's License **REQUIRED**.

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 4:00 p.m. Deviation from the normal schedule may be required for certain programs.
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job.



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- Ability to stand for extended periods of time.
- Ability to kneel, bend and sit on floor or child size furniture.
- Moving quickly to supervise and assist young children.
- Lifting children, equipment and supplies.
- Respond quickly and assist others in case of an emergency.
- Eating the same food as is served to the children (Unless staff member has a dietary restriction)
- Hearing and seeing at a distance required for playground supervision and bus monitoring.
- Must be able to lift/carry 25 lbs
- Must be able to travel to outlying centers when needed.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____