



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 008-23**

**OPENING DATE: 09/13/2023**

**CLOSING DATE: Open Until Filled**

**POSITION:** Teacher Assistant  
**PAY GRADE:** NE5 (\$20.65/hr. - \$27.88/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Head Start  
**REPORTS TO:** Education Coordinator  
**BACKGROUND LEVEL:** Child/Elder

**POSTED: IN/OUT**

**JOB PURPOSE:** Assists teachers by carrying out developmentally appropriate activities and promotes the health, nutrition, and education of the children while attending to their safety and welfare.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Assists in setting up environment (indoor/outdoor) for the activities of the day.
- Uses developmentally appropriate practices to facilitate activities with groups and individuals.
- Observes and records behaviors of children to assist the Teacher in the identification of each child's strengths and areas to grow.
- Utilizes lesson plans which reflect mandated elements, parental and cultural influences, and promotes the social, emotional, physical, and cognitive development of young children.
- Follows a consistent schedule that includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities.
- Encourages experimentation, exploration, problem solving, cooperation, socialization, and choice making.
- Provides an atmosphere that promotes learning and reinforces parental involvement in the classroom.

- Supervises and monitors children at all times.
- Participates in home visits and parent teacher conferences.
- Assures appropriate children's hygiene to related activities.
- Responds to crisis or emergency situations that may occur.
- Provides first aid or CPR, prevents the spread of blood borne pathogens, and accesses emergency services as needed.
- Maintains accurate written records, including assessments, IEP documentation, screening instruments, anecdotal observations, and other required forms at the direction of the Teacher.
- Assures/assists in general maintenance and security of facility.
- Instructs children in practices of personal cleanliness and self-care.
- Fosters cooperative social behavior; promotes self-expression and appreciation of aesthetic experiences.
- Ensures the cleanliness and safety of materials, classroom, and playgrounds by performing routine inspections.
- Assists classroom volunteers and parents in feeling welcomed, comfortable, and involved.
- Assists Teachers in maintaining effective working relationships with parents by assisting with parent participation.
- Encourages children to take pride in their cultural heritage.
- Completes attendance reports, illness and injury reports; assists in completing certain mandated reports to various agencies at the direction of the Teacher or Supervisor.
- Maintains professional and technical knowledge by: conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; and conferring with representatives of contracting agencies and related organizations.
- Serves as Bus Monitor while transporting children to and from Head Start and on fieldtrips.
- Collaborates with Head Start Coordinators.
- Maintains confidentiality of all information.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma or GED.
- Six months experience with children in a classroom setting.
- CDA or state awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an Associate or Baccalaureate degree, or enrolled in a CDA credential program to be completed within two years of the time of hire.
- Tiwa speaking preferred.
- CPR and First Aid Certified or must obtain within 90 days of employment.
- Food Handler's Certification or must obtain within 90 days of employment.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of early childhood development, diet and nutrition guidelines.
- Knowledge of regulations of Early Education.
- Knowledge of proper and safe food handling, storage, and disposal requirements.
- Knowledge of food preparation methods and techniques.
- Knowledge of typical behaviors/expectations of children.
- Skill in operating various word-processing, spreadsheets and database software programs.
- Skill in nurturing, motivating, teaching and guiding children.
- Skill in displaying mature, patient, and understanding behavior.
- Ability to use good communication skills to frequently engage in-person contact with children, parents, and staff for purposes of education and information exchange.
- Ability to respond to and remain calm in an emergency or crisis situations.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to understand regulations, handbooks, and policies pursuant to Head Start Performance Standards and to meet compliance with all program, pueblo, state and federal rules, regulations, policies and procedures.
- Ability to collect and analyze information and develop statistical analysis and reports or data.
- Ability to perform and analyze child development assessments.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to use effective communication skills, both verbal and written, and provide reports as needed.
- Ability to work professionally and cooperatively with staff, parents, and community members.
- Ability to understand and learn Head Start Standards, regulations, handbooks, and policies used for implementation and reporting requirements.
- Ability to respect the dignity of each family, culture, customs and beliefs.

**PHYSICAL DEMANDS:**

- Extensive interaction with small children.
- Stoops, kneels, bends, etc. in order to get down to a child's level.
- Stands and walks for up to 8 hours per day.
- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 50 lbs.

**WORK ENVIRONMENT:**

- Work is performed in a classroom and child care environment with a high noise level.
- Exposure to household chemicals and cleaning supplies may occur.
- Exposure to bodily fluids, urine, or feces of children.
- Exposure to unpleasant odors and infectious disease.
- Exposure to exhaust and gas fumes may occur when driving or monitoring the buses or vans.
- Evening and weekend work may be required.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.