



## JOB DESCRIPTION

<b>Job Title:</b>	Teachers Assistant (Pre-K)	<b>Department:</b>	Anya itpak Elementary School
<b>Reports To:</b>	Principal	<b>Employment Status:</b>	Full-Time
<b>Exemption Status:</b>	Non-Exempt	<b>Classification:</b>	Sensitive
<b>Supervisory Status:</b>	No	<b>Salary Minimum:</b>	\$18.00/Hr
<b>Driving Classification:</b>	Valid Driver's License	<b>Standard Hours/Shift</b>	Day Shift

### Summary:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

**Position Overview:** A teacher assistant provides support to the classroom teacher. Teacher assistants reinforce lessons by tutoring individual students or conducting small group instruction. Their duties include co-creating lesson plans, documenting progress, and overseeing lesson preparations.

We are currently looking for a friendly and competent teacher assistant to join our team. If you are a compassionate and self-motivated individual with a specific interest in education, we urge you to apply! In this position, you will be responsible for supervising students, developing lesson plans, preparing lesson material, and maintaining classroom tidiness.

The successful candidate must enjoy working with children and be devoted to building a nurturing and safe learning environment. To excel in this role, you must demonstrate excellent written and verbal communication skills, as well as in-depth knowledge of classroom activities and teaching methods.

### Essential Duties and Responsibilities:

- Work with the classroom teacher to monitor the class schedule.
- Assist teachers with lesson preparation by getting materials ready and setting up equipment.
- Revise lesson material with students individually or in small groups.
- Ensure the classroom environment is safe and clean.
- Oversee students during non-classroom times including in-between classes, during lunch, and on field excursions.
- Collaborate with lead teachers to recognize issues students are facing and recommend solutions.
- Document student progress and communicate with parents to keep them informed.
- Help classroom teachers create lesson plans.
- Comply with school, and class rules and regulations.
- Attend all training classes, parent conferences, and faculty meetings

## Qualifications:

- **Required:** Experience working with children in an educational or childcare setting.
- **Required:** Ability to follow instructions and support classroom activities.
- **Required:** Strong communication and interpersonal skills.
- **Required:** Patience, empathy, and a genuine interest in supporting student learning.
- **Required:** Ability to pass a background check in accordance with Fort Mojave Indian Tribe policies.
- **Desired:** Experience in a school or early childhood education environment.
- **Desired:** Familiarity with cultural responsiveness and an understanding of the Fort Mojave community.

## Education/Experience:

- **Required:** High School diploma or GED. *Note: Applicants with only a high school diploma are not disqualified from applying and interviewing.*
- **Desired:** Bachelor's degree in education or relevant field.

## Reasoning Ability:

- **Problem-Solving:** Ability to identify and address student challenges in learning, offering support or suggesting solutions to the classroom teacher.
- **Critical Thinking:** Assist in adapting lesson plans and teaching materials to meet students' needs and understanding.
- **Decision-Making:** Make appropriate decisions regarding classroom management, ensuring a positive and productive learning environment.

## Equipment, Machinery, Tools, and Material Utilization (All Required):

- **Classroom Technology:** projectors, interactive Smart Boards, educational tablets to support instruction.
- **Instructional Materials:** books, charts, worksheets, and other manipulatives for lessons.
- **Office Equipment:** printers, copiers, and scanners.
- **Cleaning Supplies:** Basic cleaning equipment.
- **Classroom Furniture:** Desks, chairs and other furniture to facilitate group work.
- **Assistive Technology:** Text to speech or screen readers

## Certificates and Licenses:

- **Desired:** CPR and First Aid certification.

## Physical Demands:

- The employee may occasionally be required to move boxes of up to 50 pounds.
- Normal vision requirements, i.e., close vision, distance vision.

- The employee is frequently required to sit or stand for long periods of time and walk distances as well as stoop, bend, kneel and crouch.
- Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

**Work Environment:**

- **Classroom Setting:** Primarily work in a classroom with children, assisting with lessons, activities, and supervision.
- **Dynamic and Fast-Paced:** The environment can be busy, with a need to adapt quickly to changing student needs and classroom activities.
- **Collaborative Atmosphere:** Work closely with teachers, staff, and occasionally parents to support student learning and development.
- **Inclusive and Supportive:** An environment focused on maintaining a nurturing, safe, and inclusive space for students of diverse cultural and educational backgrounds.
- **Occasional Outdoor Supervision:** Supervision of students may extend to outdoor activities, field trips, and lunch periods.

**Additional Information:**

The above statements describe the general nature and level of work being performed. This is not an exhaustive list of all duties and responsibilities associated with the position. The Fort Mojave Indian Tribe reserves the right to amend and adjust responsibilities to meet organizational and business needs.

*The Indian Preference Act will be enforced. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Fort Mojave Indian Tribe reserves the right to amend and change responsibilities to meet business and organizational needs.*

**Employee Acknowledgment:**

I acknowledge that I have received, read, and understand this job description. I understand that this document provides a general overview of my responsibilities and that my duties may be modified as necessary to meet the needs of the organization.

**Employee Name (Print):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_