



JOB DESCRIPTION

Job Title:	Early Childhood Teacher Assistant	Department:	Child Care
Reports To:	Director	Employment Status:	Full-Time
Exemption Status:	Non-Exempt	Classification:	Sensitive
Supervisory Status:	No	Salary Minimum:	DOE
Driving Classification:	Valid Driver's License		

Summary:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The Early Childhood Teacher Assistant ensures a safe and healthy environment to children, promotes physical, mental and social development for children while providing child care services to infants, toddlers, and preschool age children.

Essential Duties and Responsibilities:

- Prepares and sets up classroom providing materials and supplies needed for daily activities
- Organizes and participates in games, reads to children, guides them to use art materials, painting, drawing, songs, dance and movement and similar activities
- Directs children in hand washing, eating, resting exercising and toileting
- Helps children develop habits of caring for own clothing and picking up and putting away toys and books
- Maintains discipline in the center
- Assists in recording each child's progress and growth, confers with parents as needed
- Maintains daily progress reports, activity logs, and accident reports, assists in maintaining educational and activity sheets/calendars
- Serves meals and snacks to children and regulates rest periods
- Assists in preparing food and cleaning quarters
- Maintains professional knowledge by attending meetings, conferences and educational workshops
- Contributes to a team effort and accomplishes related results as required
- Responsible and capable to perform in teacher position when lead teacher is absent
- Knowledge of early childhood development, diet and nutrition guidelines
- Some knowledge of Mojave traditions, language, history and culture is helpful
- Ability to communicate efficiently and effectively both verbally and in writing
- Ability to exercise independent judgement
- Ability to handle multiple tasks and meet deadlines
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds
- Ability to be flexible to work extended hours and various work schedules on short notice
- Must be aware of possible occupational hazards please see attachment
- Skill in analyzing problems, projecting consequences, identifying solutions and implementing recommendations
- Skill in operating various word processing programs and other office equipment

- Skill in administering disciplinary rules to children and resolving situational conflicts among children
- Administers and provides First Aid to the children as needed
- Maintain required annual Staff Health Assessment
- Maintain required 18 hours of annual early childhood training
- Performs other duties as assigned

Competency:

- **Child Development Knowledge:** Demonstrates an understanding of early childhood development, implementing age-appropriate activities that support physical, social, emotional, and cognitive growth.
- **Effective Communication:** Engages with children, parents, and colleagues using clear and respectful communication, fostering a collaborative and inclusive environment.
- **Classroom Management:** Maintains a safe, clean, and organized classroom setting, ensuring appropriate supervision and behavior management while promoting positive interactions.
- **Adaptability and Teamwork:** Collaborates effectively with the lead teacher and other staff members, providing support as needed and stepping into leadership responsibilities in the lead teacher's absence.

Qualifications:

- **Required:** Must not have any criminal history. Must be able to pass the highest criminal background investigation. Must be aware that criminal background checks will be completed routinely for this position.
- **Required:** Must be 18 years of age or older.
- **Required:** Must satisfy health requirements as defined by the state/federal program standards for child care facilities, which consists of; background check, confidentiality statement, sign letter to staff occupational health risks, pass pre-employment drug test, pass physical exam, pass tuberculosis test, provide current immunizations.
- **Required:** Maintains professional knowledge by attending mandatory meetings, conferences and educational workshops to meet required 18 annual Early Childhood training.

Education/Experience:

- **Required:** High School Diploma or GED.
- **Required:** A minimum of six (6) months of work experience in early childhood center-based employment.
- **Required:** Must have 6-9 Early Childhood College Credits or obtain 60 hours of Early Childhood documented training certificates within 6 months of employment.

Language Ability:

- Proficient in English, with the ability to communicate effectively with management and residents

Reasoning Ability:

- **Problem-Solving:** Ability to analyze problems, assess situations, and develop effective solutions..
- **Independent Judgment:** Capable of making sound decisions by projecting consequences and identifying appropriate actions.
- **Conflict Resolution:** Skilled in administering disciplinary rules fairly and effectively to maintain a positive classroom environment.
- **Situational Management:** Proficient in resolving conflicts among children by promoting understanding and positive behavior.

Computer Skills:

- **Desired:** Basic computer skills (i.e., using email and/or for documentation purposes)

Certifications/License:

- **Required:** Valid driver's license and be insurable under the FMIT insurance plan.
- **Required:** First Aide, CPR, Adult, Child and Infant Certification or willing to obtain within 3 months.
- **Required:** Food Handler's card or willing to obtain within 3 months.

Knowledge, Skills, and Abilities:

- **Knowledge of Child Development:** Understanding of early childhood development principles, including age-appropriate learning activities, developmental milestones, and behavioral expectations.
- **Classroom Management Skills:** Ability to maintain a safe, organized, and engaging learning environment while effectively managing group activities and transitions.
- **Communication Skills:** Strong verbal and written communication skills to interact with children, parents, and staff, including documenting observations and reports.
- **Cultural Awareness:** Knowledge of or willingness to learn about Mojave traditions, language, history, and culture to create inclusive learning experiences.
- **Observation and Assessment Abilities:** Ability to observe children's behaviors and developmental progress, recognizing signs of developmental delays or concerns.
- **First Aid and Safety Awareness:** Knowledge of basic first aid procedures and safety protocols to respond to emergencies and ensure children's well-being.
- **Collaboration and Teamwork:** Ability to work collaboratively with lead teachers, supervisors, and other staff members, contributing to a positive team environment.
- **Time Management and Multitasking:** Ability to prioritize tasks effectively, manage time efficiently, and adapt to changing classroom needs while maintaining focus on children's care and development.

Supervisory:

- Assists in the supervision with guidance and direction to children, parental volunteers, volunteers and summer youth workers.

Physical Demands and Work Environment

- Must be able to lift and or move up to 25 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.

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: _____