



CENTRAL COUNCIL
Tlingit and Haida Indian Tribes of Alaska
ANDREW P. HOPE BUILDING
320 West Willoughby Avenue • Suite 300
Juneau, Alaska 99801-1726

JOB DESCRIPTION

Teacher Aide/Driver

INFORMATION

Job Class: Teacher Aide	Class Status: Active
Department: CCTHITA - Head Start	Type of Position: Non-Exempt
Location of Work: Varies	Covered Position: Yes
Salary Grade(s): 5	Prepared by: Bill Abbott
Hours of Work: 20-37.5 hrs/wk, 36-42 wks/yr	Approved by:
Employment Category: Regular Part-Time, or Regular Full-Time	Effective Date:

PURPOSE

Assist the Lead Teacher in planning and implementing lesson plans, incorporating all component Plans, and overseeing large and small groups of children; as well as assist in coordinating and conducting developmental screenings, health services, and family services including family visits, and participate in planning, training, and parent meetings; and responsible for safely transporting children to and from the center in all weather conditions, light vehicle maintenance, and keeping accurate records.

REPORTING RELATIONSHIPS

Reports To: Lead Teacher.
Leads: Lead bus monitors and volunteers when present on the school bus and/or in the classroom.
Liaison To: None.

ESSENTIAL FUNCTIONS

- Provide support in all areas of the classroom, maintaining a clean, safe, and cheerful environment; as well as assist conducting developmental screenings, observations of children's behavior, and in developing Individual Learning Plans (ILPs) for each child, including evaluations.
- Assist the Lead Teacher in conducting a minimum of 3 family visits per year per child in each child's home (an enrollment visit, an ILP visit, and a Transition visit).
- Prepare materials as needed to carry out the weekly lesson plans.
- Be familiar with the Head Start Performance Standards, Central Council & Head Start Procedures Manuals, and component work plans, especially the transportation section; and complete and submit all required reports when due.
- Recruits and utilizes the assistance of volunteer bus monitors, and with the assistance of the bus monitor ensures that all children are properly in seatbelts or safety seats.
- Conducts a safety check of vehicle on a daily basis prior to transporting children.
- Responsible for the proper use and maintenance of first aid and emergency equipment on the bus, and able to handle any emergency calmly and effectively; maintain current emergency contact information on the vehicle – to be available to the driver and monitor while en route.
- Establishes and maintains safe and efficient transportation routes and follows traffic law at all times; the routes will be documented and made available to families and staff, and bus runs will be less than one hour in length from the start of picking up the first child to drop off at appropriate destination.
- Eat and interact with children at meal times, serving as an appropriate model to the children.

- Ensures that the bus is in safe condition and good working order in accordance with program standards and procedures, notifying the Transportation Coordinator and supervisor of vehicle maintenance needs as necessary; responsible for proper use of credit card for purchases of bus fuel up as needed, ensuring timely submittal of gas receipts.
- Develop and maintain a positive relationship with the children, their families, and volunteers; ensure that all feel welcome, and receive on-the-job training and communicate with parents on a regular basis.
- Attend staff meetings, assist in developing the weekly lesson plans, and overall program activities (e.g., arts and crafts, dramatic play, story time, cooking, music, fine and gross motor, etc.).
- Oversee small groups of children, and evaluate activities regarding appropriateness, effectiveness, and interest of the children.
- Provide support in implementing the component work plans including education, health, handicap services, and family and community partnership.
- Help the Lead Teacher plan and facilitate the first Center Parent Committee meeting of the school year; will attend other parent committee meetings as requested (may include evening and weekend meetings).
- Be prepared to assume the duties of the Lead Teacher in her/his absence.
- Assist Lead Teacher in completing all required reports and distributing them to the appropriate people at the appropriate time; and assist in maintaining up-to-date files for all children, safeguarding privacy of records and confidential information.
- Provide support in keeping a current inventory, including all supplies and equipment, and ordering supplies in advance to avoid unnecessary shortages, as well as assist in making a smooth transition of children into public and private school systems.
- Be familiar with and able to train volunteers on the building safety and emergency evacuation plan, and observe all fire and sanitation code requirements; make sure all adults are familiar with the use and maintenance of fire extinguishers; conduct bus evacuation drills once a month; and assist in keeping the building and playground in clean and safe condition and good repair at all times.
- Assist in recruiting and enrolling eligible children and collecting all needed records with help from the Parent Committee, family, and Central Office staff.
- May participate in on-site and out-of-town training sessions (may include evenings and weekends).
- Responsible for obtaining a substitute aide whenever possible when unable to report to work, first checking for (qualified drivers) parents as volunteers.
- May assist in completing janitorial duties, and set-up and takedown of classroom equipment/supplies.
- Must be able to attain and renew a Child Development Associate (CDA) credential during employment.
- Perform other duties as assigned.

DECISION MAKING AUTHORITY

Spending Authority: None.

Other Authority: None.

NECESSARY SKILLS AND KNOWLEDGE

- Ability to work with families from all socio-economic levels.
- Ability to work as a team with co-workers.
- Knowledge of school bus safety and State motor vehicle/traffic laws.
- Knowledge of applicable state and federal laws and requirements.
- Ability to perform routine bus maintenance, and ability to utilize a fire extinguisher.
- Ability to work effectively with executives, managers, supervisors, employees, and employee representatives.
- Knowledge of program rules and requirements.
- Ability to maintain accurate, complete, and confidential records.
- Proficiency in computerized record keeping and reporting is a plus.

- Ability to communicate effectively verbally and in writing.
- Familiarity with Alaska Native cultures, particularly Tlingit, Haida, and Tsimshian.

MINIMUM QUALIFICATIONS (education, experience, skills)

Grade 5 pay scale – HS diploma or equivalent and one (1) year of experience working with young children in a group setting. Valid driver’s license with no violations in last 3 years, plus current commercial driver’s license (CDL) with passenger & school bus endorsements (SBE); at least 21 years of age; may require use of personal transportation to conduct family visits.

PREFERRED QUALIFICATIONS (education, experience, skills)

Grade 6 pay scale – AA degree in Early Childhood Education (ECE) and one (1) year of experience working with young children in a group setting. Possess a current 1st Aid/CPR certificate.

UNUSUAL PHYSICAL REQUIREMENTS OR RESTRICTIONS

The work is generally active, requiring routine walking, standing, bending, and carrying of items and/or children weighing up to 60 lbs. The majority of work is performed in a pre-school setting with a wide variety of children & people with differing functions, personalities, and abilities. The office is a non-smoking facility with outside smoking areas.

CONDITIONS OF HIRE

- All employment at CCTHITA is “at will.” This means that the employee or CCTHITA may terminate employment at any time and for any reason, with approval from the Head Start Policy Council per Performance Standard 1304.50(d)(1)(xi). Unless specified in writing, no term of employment is expressed or implied for this position.
- CCTHITA is a no tolerance workplace. All regular employees must pass an initial and random drug and alcohol screening to be eligible for and maintain employment.
- CCTHITA has several positions which require a criminal background check for the safety of our clients. All employment offers in the “covered” classification are conditional until CCTHITA has received a Federal criminal background check verifying eligibility to work in these programs.
- If not a current 1st Aide/CPR holder, employee must obtain within 90 days of hire.
- If not currently CDA credentialed or have an AAS degree, employee must obtain CDA within 2.5 years of hire.
- If not a current CDL/SBE holder, employee must obtain within 90 days of hire.
- Annual TB screens and bi-annual physicals (except, ensuring CDL requirements are met).

This Job Description describes the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature indicates that you have read this Job Description and understand the essential functions of and qualifications for the job.

Employee Printed Name

Employee Signature

Date

Supervisor

Date