

LOWER BRULE SIOUX TRIBE HEAD START PROGRAM JOB ANNOUNCEMENT

JOB TITLE: Teacher's Aide (full-time, floating position)

JOB CLASS: DOE

JOB SUMMARY: Under the direct supervision of the Head Start director, with classroom from the homeroom teacher.

ILLUSTRATIVE DUTIES & RESPONSIBILITIES:

- Insure that no child, under their care, is left alone or unsupervised.
- Assist the classroom teacher in implementing and documentation of individuals education plans, to assist with the design of the classroom environment
- Will assist with, and document the results of the required Head Start screenings (visual, auditory, behaviorial, motor, language, perceptual and emotional skills).
- Will maintain confidentiality of all records, observations and other information concerning the children and their families.
- Will be required to assist the children and other staff with the daily activities, as scheduled.
- Must attend staff meetings, assist with home visits, parent meetings, and all Head Start functions, and act as a monitor, as scheduled.
- Will be responsible for classroom management, in the absence of the head teacher, and will supervise other staff assigned to the classroom.
- Will perform other duties, as assigned by supervisor.

QUALIFICATIONS REQUIREMENTS:

- Possess a high school diploma or GED equivalency certificate. College classes in Early Childhood preferred, or must be willing to take classes/training in Early Childhood.
- Computer skills preferred.
- Must have good oral and written communication skills.
- Must be able to work with children with special needs.
- Must be able to attend training out of town.
- Must pass a medical physical; all immunizations must be up to date.
- Must be able to pass a background check and drug test, prior to reporting to work.
- Must be at eighteen (18) years of age.

TO APPLY, submit a LBST application/resume to:

**Lower Brule Sioux Tribe
Human Resources Office
187 Oyate Circle
Lower Brule, SD 57548**

OPENING DATE: 10/02/2023

CLOSING DATE: 10/16/2023

REMINDER!! The Tribal Point System is in effect, so remember to provide all pertinent, required information with your application i.e. high school diploma/GED equivalency certificate, college transcripts/degree(if applicable), driver's license, and/or any other training you feel will help you qualify for this position. All information submitted, will be considered in rating process. Failure to comply, may result in non-consideration for this position. It is the applicant's responsibility to retrieve, copy and provide your information.