CHEYENNE RIVER SIOUX TRIBE
HEAD START PROGRAM
NON-CERTIFIED/CERTIFIED TEACHER AIDE

DESCRIPTION OF WORK

General Statement of duties: Assists the Head Start Teacher in providing instruction and other services consistent with Subpart C- Education and Child Development Program Services and Subpart D- Health Program Services of the Head Start Performance Standards.

Supervision Received: Under the direct supervision of the Early Childhood/Disabilities Manager and Lead Classroom Teacher

Supervision Exercised: None

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Assists the Teacher in providing instruction to Head Start students and supervising all children within their designated classroom.

Assists the Teacher with preparing all children's individual files and on-going documentation,

Assists in the development of curriculum alignment, evaluation, and assessments.

Assists in monitoring classroom activities to ensure the health and safety of all students.

Assists the Teacher with all assessment tools to provide an accurate student progress report.

Assists with providing special educational services for children with disabilities and develops an Individual Education Plan (IEP) in consultation with the Health/Mental Health Coordinator, the Early Childhood/Disabilities Manager, our Local Education Agency, and parents.

Assists in conducting referrals for children with special learning needs to the appropriate resource.

Participates in all staff meetings, training sessions, IEP meetings, and mandatory parent meetings.

Assists the Teacher in providing training and orientation to parents, volunteers, and substitutes in the classroom.

Accompanies the Teacher while conducting and documenting a minimum of four family contacts, two home visits, and two Parent/Teacher conferences.

Assists the Teacher in communicating with parents of Head Start students on a regular basis to give updates of their child's progress and needs.

Safeguard all information regarding students in a confidential manner as required by the Confidentiality and Privacy Act

Assists the Teacher in maintaining a good record keeping system that includes:; growth and development, parent contacts, health observations, and all screening follow-ups.

Make referrals regarding any suspected child abuse and neglect to the proper authorities.

Represents the Cheyenne River Head Start Program in a respectful manner in the community and advocates for the needs of the Head Start children and their families.

Coordinates with the Teacher and other component Managers to ensure integration of all appropriate and required component activities (nutrition, parent activities, Family Services, Health/Mental Health, Disabilities, and ECH) into the learning and socialization program of Head Start.

Assists the Teacher in providing a social and emotional climate that enhances the children's understanding of themselves as individuals; will provide resources and activities that are relevant and reflective of the racial and ethnic population served.

Performs all duties of the Head Start Teacher in his/her absence.

Participates in all "Week of the Young Child" activities that include:; Field Day, Parade, Parent Appreciation Dinner and Pow-Wow. Also, attend the Head Start Graduation and assist with Field Trips and other Head Start activities.

Assists with the recruitment of ten (10) Head Start Students applications, complete 10 Community Assessment survey forms.

Assists with development and integration of Family Partnership Agreements for each Head Start family.

Must plan leave in advance with supervisor.

Perform duties of a bus monitor that include:; monitors children and adults while being transported, assists with fastening restraints while children are being transported, assists with boarding and exiting of the bus, helps with evacuation drills that are done on a monthly basis, assists in the event of an emergency and makes sure children are delivered to a responsible adult.

Other job related duties as assigned by the Program Director and ECH Manager

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities: Must physically fit to perform the following actions: walk or run quickly, kneel, or sit on the floor, bend easily, walk over rough or uneven ground, working in all weather conditions, and the ability to lift 50 pounds Must be First Aid and CPR certifiable. Must have data entry skills for entering information into the Child Plus System.

Education: Must possess a High School Diploma or GED Certificate. Must have a CDA Credential or a state awarded certificate that meets or exceeds the requirement for a CDA Credential, are enrolled in a program that will lead to an associates or Baccalaureate degree. Or must be willing to enroll in a CDA program with the CRST Head Start to be completed within two years of the time of hire. College credits earned toward Early Childhood Education degree, prior to being hired, will be paid at a higher rate.

Experience: Prior experience working with pre-school children preferred but not required.

Special Requirements: Represents the Cheyenne River Head Start Program in a respectful manner in the community and advocates for the needs of the Head Start children and their families. Must have a physical within ten (10) days start of employment and a yearly physical thereafter. Must have a yearly TB test. Must start the Hepatitis B vaccine series within ten (10) days of employment or provide documentation

of prior Hepatitis B vaccinations. Incumbent is subject to CRST Drug & Alcohol Testing Policy, also subject to Tribal/Local, Federal, State background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 66-2013-CR.

All Head Start positions are compensated in accordance with a wage scale approved by the Head Start Parent Policy Council and in accordance with federal laws and Tribal Resolutions. A copy of the current wage scale is available from the CR Head Start Administrative Office located in Eagle Butte.

SALARY RANGE: Determined on job related experience and level of education.

Revised Date: 09.09.2026