

CHEYENNE RIVER SIOUX TRIBE
HEAD START PROGRAM
EARLY CHILDHOOD SPECIAL EDUCATION TEACHER AIDE

DESCRIPTION OF WORK

General Statement of duties: The Early Childhood Special Education Teacher Aide will address the immediate needs in assistance in the classroom of a child with special needs that have been determined prior through an assessment. The Early Childhood Special Education Teacher Aide will work directly with the Cheyenne River Head Start Program and other organizations that are beneficial to the program and the child with special needs (i.e. Bureau of Indian Affairs Infant & Toddler Program).

Supervision Received: The Early Childhood Special Education Teacher Aide will be under the immediate supervision of the Disabilities Manager.

Supervision Exercised: None.

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

Collaborates services with the parent(s), professionals and, paraprofessionals to ensure the child's special needs are met.

Works collaboratively with individuals involved in the child's Individual Educational Plan (IEP) to promote goals and objectives into the daily lesson plans of the Head Start classroom.

Provides a daily log of the child's activity to the Disabilities Manager.

Provides direct services to the child with special needs.

Ensures the child with special needs is not isolated from her/his daily classroom activities and that the child interacts with all children in the child's educational environment.

Agrees to provide a safe and productive learning environment.

Will be responsible as a bus monitor throughout employment.

Other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must have specific skills and abilities to facilitate appropriate learning experiences for children with special needs. Must be able to work with children requiring the ability to walk or run quickly, kneel or sit on the floor, bend, and walk over rough or uneven ground, exposure to weather, etc.

Education: Must have a High School Diploma or GED Certificate. Must be willing to enroll in a Child Development Associates program provided by the Cheyenne River Head Start and attend job related training.

Experience: Some experience working with children preferred.

Special Requirements: Must have a driver's license. Must take a physical within ten (10) days upon being hired and a yearly physical thereafter and TB Test with first physical only. Must start Hepatitis B vaccine series within ten (10) days of work assignment. Must be able to lift and move heavy and/or bulky objects or children weighing up to 50 pounds (physical required). Must be able to be certifiable for First Aid and CPR as required by the Head Start Performance Standard. Must work toward receiving their Child Development Associate (CDA) Certification within 180 days from date of hiring.

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. 86-2013-CR.

Revised Date: 06.23.2017