

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Teacher Assistant**

---

<b>EXEMPT: No</b>	<b>JOB CODE: 4-TS T3</b>
<b>TARGET SALARY: \$15.74/DOQ</b>	<b>SHIFT: Flex</b>
<b>PROGRAM: Head Start</b>	<b>LOCATION: Head Start</b>
<b>REPORTS TO: Teacher</b>	

---

**SUMMARY:** Provide assistance in planning and implementation of appropriate lesson plans that meet individual and group needs; prepare and set up materials to support to curriculum; encourage family involvement in the program; and maintain a safe environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Other duties may be assigned.

Assist Teacher with lessons, and lesson planning, making education play games, and preparing bulletin boards, assisting at the tables during meals and snacks.

Assist children with color and shape recognition, and other basic skills; read stories to children, and helps to enhance their cognitive skills.

Assists Teacher in maintaining required records of individual children; attends all staff meetings as required; participates in required training sessions.

Responsible for daily supervision of children in groups or separately with planning learning activities and creative play.

Works directly with the children on projects, is responsible for cleaning area when projects are complete.

Is responsible for the social well-being and safety of all children present during classes, on playground and on field trips.

Ride the bus daily as the bus assistant to ensure the safety of all children when on the bus, for daily transportation to and from school, and on field trips.

**QUALIFICATIONS REQUIREMENTS:**

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED).

Approved 09/15/03  
Revised 01/20/15  
Revised 10/08/21  
Revised 04/29/22

Child Development Associate (CDA) credentials, or ability to obtain within one year from the date of hire.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of parents or employees of organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

A valid Washington State Driver's license *preferred*.

Must have a current First Aid/CPR certification or the ability to obtain within 90-days from the date of hire.

Must have a current food handlers permit or the ability to obtain within 30-days from the date of hire.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

**OTHER SKILLS AND ABILITIES:**

Ability to speak to children in a calm and quiet voice, and to display a level of patience that is acceptable in working with young children.

Ability to work as a team member.

Ability to work harmoniously with other team members, parents and children from culturally diverse backgrounds.

Ability to follow directions/guidance from the teacher.

Ability to maintain confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

### **SPECIAL REQUIREMENTS**

**Physical Examination:** Employee must provide official documented proof of physical examination prior to employment and as required by medical provider thereafter.

**Tuberculin Test:** Employee shall have negative tuberculosis test upon employment and as required by medical provider thereafter. For those who have tested positive, a statement from a medical provider or a chest x-ray must be provided prior to employment.

### **PHYSICAL DEMANDS:**

The employee must occasionally lift and/or move up to 50 pounds.

### **WORK ENVIRONMENT:**

The noise level in the work environment is usually quite. Possible exposure to blood and bodily fluids or tissues. Possible exposure to communicable diseases.

### **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

### **APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

**Makah Tribal Council  
Human Resources  
P.O. Box 115, Bldg. 71  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: [hr@makah.com](mailto:hr@makah.com) (PLEASE NOTE NEW EMAIL ADDRESS)**

**OPEN: July 10, 2024  
CLOSE: July 25, 2024**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation, gender identity, or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.