

# **LOWER BRULE SIOUX TRIBE HEAD START PROGRAM JOB ANNOUNCEMENT**

**JOB TITLE:** Teacher's Aide

**JOB CLASS:** DOE

**JOB SUMMARY:** Under the direct supervision of the Head Start director, with instruction 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, behavioral, 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: 11/14/2024**

**CLOSING DATE: 12/02/2024**

**REMINDER!!** The Tribal Point System is in effect, so remember to provide all pertinent, required information with your application i.e. a copy of your high school diploma or GED equivalency certificate, college transcripts/degree(if applicable), driver's license, tribal enrollment card, DD-214 Veterans Preference eligibility, and any other training you feel will help you qualify for this position. All information you submit, will be considered in the rating process. You will not receive the points It is the applicant's responsibility to retrieve, copy and provide your information.