



QUECHAN INDIAN TRIBE

Ft. Yuma Indian Reservation

HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (928) 977-2727

Fax (760) 572-2961

POSITION DESCRIPTION

Position: Teacher Assistant

Salary: \$16.50 - \$17.00 Non-Exempt

Quechan Child Care Center – 12 Month Work Year

Opening: Wednesday, May 14, 2025

Closing: Wednesday, May 28, 2025

BASIC FUNCTION:

The Teacher Assistant serves as a role model to provide the children with a safe and healthy learning environment. To provide a nurturing, stable environment that allows positive feelings to develop between the child, parent, and assistant teacher. Each child is to be treated as an individual in an inclusive community that values respect and responds to diversity.

This position requires the full understanding and active participation of our employees to demonstrate behavior to work effectively, patiently, and positively with our Management, Children, Parents, Co-workers, and others by being courteous, conscientious, and kind-spirited.

MAJOR DUTIES AND RESPONSIBILITIES:

Support the Teacher to:

- Must be culturally sensitive to a diverse customer population and able to interact tactfully and positively with Tribal Members, and all levels of staff and management.
- Greet children and parents/guardians in a cheerful and positive manner.
- Ensures that the classroom environment is arranged to accommodate a variety of children's needs, strengths and to stimulate learning; social, emotional, cognitive, and physical development.
- Incorporates age-appropriate cultural activities in the classroom.
- Designs the physical environment to meet the changing needs of children.
- Provide a balanced daily schedule of child-initiated and adult-initiated activities.
- Prepare and execute nap time routine to include creating a relaxing environment.
- Provide parents with age-appropriate learning activities they can use with their children at home.
- Responsible for the care, safety, and well-being of all the children in the group.
- In the ongoing recruitment and enrollment of the childcare program.
- Conducts daily observations about each child's day.
- Maintains a high degree of confidentiality and professionalism in all phases of the job responsibilities.

- Involves the parents in the classroom in a way to enhance their role as the primary educator of their child.
- To provide the availability of developmentally appropriate play materials and the freedom to explore in a child-safe environment that is stimulating, exciting, and interesting.
- Attends in-service training, workshops, conferences, meetings, and other sources as required. Some may require out-of-town travel.
- Responsible for the day-to-day operation of the classroom and ensuring the classroom is clean, sanitary, and safe at all times.
- Closely supervises and interacts in all playground and outdoor activities.
- Mandated to report any suspected child abuse/neglect.
- Performs other duties as assigned.

KNOWLEDGE OF:

Early Childhood Education

Child Development Associate Program

Infant/Toddler/Preschool growth and development.

Observing and recording children.

Nutrition: planning, preparing food supplements geared to individual Infant/Toddler/Preschool needs.

ABILITY TO:

Exercise independent judgment.

Communicate effectively, verbally, and in writing.

Plan and organize teaching materials and modify lesson plans to meet the needs of the individual child.

Work effectively and professionally with the community and the Childcare Staff.

MINIMUM QUALIFICATIONS:

- Must be 18 years of age.
- High School Diploma or Equivalent.
- Must be willing to enroll to obtain a Child Development Associate (CDA).
- Current Food Handlers Card (or obtain one within 30 days of hire) and maintain such certification while employed within the Child Care Center.
- Must have or be able to obtain CPR, First Aid, and AED certification within 3 months of hire and maintain such certification while employed within the Child Care Center.
- Completion of FEMA National Incident Management System (NIMS) IS-100, IS-200, IS-700, and IS-800 within (3) months of hire.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crawl.
- Good organizational skills.

- Dependable and reliable with good time management.
- Must be able to obtain a Level 1 Fingerprint Clearance Card.
- Must be able to establish a working relationship with the public, staff, students, and community members, representatives of agencies, organizations, and groups
- Must have an updated yearly physical, pass a pre-employment TB skin test, and update yearly.
- Must possess a valid Arizona or California Driver's License.
- Must have dependable/reliable transportation.
- Will work additional hours as needed, this may include some evening and weekend hours.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resources Department

1888 San Pasqual School Road

Winterhaven, CA 92283

Telephone: (928)977-2727, Ext. 453

Fax: (760)572-2961

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at:

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.