



*Inter-Tribal Council of Nevada, Inc.*  
*Personnel Department*  
680 Greenbrae Drive Suite 265 • Sparks, NV 89431  
Phone: 775-355-0600 Ext. 138 • Fax: 775-284-3407  
www.itcn.org

**JOB ANNOUNCEMENT**

**POSITION:** SUBSTITUTE TEACHER ASSISTANT/COOK (On-Call)  
**DEPARTMENT:** Head Start  
**LOCATION:** All Locations  
**SALARY:** \$8.25/hr.  
**STATUS:** Non-Exempt, Substitute  
**OPEN:** September 9, 2015      **CLOSES:** On-going as positions open

**DEFINITION:**

This position is under the supervision and evaluated by the Teacher III at the designated site and the Head Start Manager and/or Director. This position is responsible to work effectively in a supporting assistant capacity and as part of a team in support of the Head start philosophy in an on call capacity.

**DUTIES AND RESPONSIBILITIES:** (include but not limited to)

1. In the absence of a Teacher, assists in general operation of the classroom.
2. Assists teaching staff in carrying out daily planned activities which support and enhance developmentally appropriate practices for preschool children and parent involvement, which may be but not limited to:
  - a. Reading stories to children
  - b. Supervising children during all activities
  - c. Participating in songs or dancing activities
  - d. Assist with art activities
  - e. Prepare or serve meals
  - f. Eating with and guiding the children at meal times.
  - g. Cooking or baking with the children
  - h. Making or preparing materials for the classroom or playground
  - i. Giving one to one attention to children who need help.
  - j. Talking with children about various activities throughout the day
  - k. Act as a positive role model for children and parents.
  - l. Practice positive guidance techniques
  - m. Participate in emergency evacuation/fire drills with children and staff
3. Follows Head Start staff directions with minimum supervision.
4. Reacts with sensitivity to the emotional needs of children. Able to work with young children; understand and like children.
5. Follows Head Start Guidance Techniques while working in classroom.
6. Displays a positive attitude towards children, parents, and staff at all times.
7. **Maintains complete confidentiality regarding children and staff at all times.**
8. Assist and provide input in the development of lesson plans, which include daily activities in the areas of social, emotional, physical, cognitive and adaptive skills.
9. Instructs children in practices of personal cleanliness, self care, nutrition, and other health concerns. Including the role modeling washing hands and brushing teeth.
10. Participates in appropriate local training programs, workshops and related training to upgrade level of performance in the child development area.
11. Maintains a safe classroom and playground. Cleaning and sanitizing of all center areas at the end of the day.
12. Assists in the storing, unpacking, and sanitizing of all classroom materials regularly.
13. Performs other duties as required to maintain the Head Start Performance Standards and Regulations.

**ABILITY TO:**

1. Exercise good judgment, courtesy and tactfulness in dealing with staff, Parents and community
2. Respond positively and constructively to common inquiries or complaints from parents, community, subordinates and supervisors.
3. Follow the chain of command at all times
4. Respond to conflicting situation creatively and positively.

**QUALIFICATIONS:**

1. Must possess a friendly and warm personality.

2. One year of teaching experience in a preschool setting and familiarity with a Non-Profit, Public sector, or community action program; preferably Head Start or related preschool program.
3. Must have a favorable background check prior to working with children
4. Possession of a valid Nevada Driver's License and required state auto Insurance.
5. Must be able to acquire a Food handler's card.
6. Must have a recent TB test and present results within 30 days of hire date
7. A High School diploma or GED.
8. Early childhood experience, education, training or other preparation indicative of knowledge, abilities and skills outlined for the position are desired but not required.
9. Must commit to working towards a Child Development Associate (CDA) Credential after 480 hours of working with the children.

**PHYSICAL DEMANDS:**

1. The employee is regularly required to sit, stand, walk, reach and use hands, arms and talk or hear;
2. The employee is regularly required to stoop, kneel, crouch or crawl;
3. The employee must occasionally lift and/or move up to a maximum of 45 pounds;
4. The employee must have specific vision abilities required by this job to include close vision, distance vision, peripheral vision and depth perception.

*An employee to successfully perform the essential functions of this job must meet the physical demands described here. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**HOW TO APPLY:**

1. Obtain an application by contacting our office, visiting one of our locations, or printing from our website at [www.itcn.org](http://www.itcn.org).
2. Thoroughly complete your application and attach any supporting documents (resume, certificates, copies of diploma/degree, etc.).
3. Submit your application package to the Personnel Department by fax, email, mail, or in person to location listed below.

All individuals accepting employment with ITCN may be subject to a pre-employment drug screen and criminal background check.

**Inter-Tribal Council of Nevada, Inc.  
 Attention: Personnel Department  
 680 Greenbrae Drive Suite 284  
 Sparks, NV 89431  
 Fax: 775-284-3407  
 Email: [personnel@itcn.org](mailto:personnel@itcn.org)**

**The Inter-Tribal Council of Nevada, Inc. promotes and maintains a drug free workplace.**

*Preference in filling vacancies will be given to qualified Native American candidates in accordance with the Indian Preference Act (Title 25, U.S. Code Section 472 & 473). However, the Inter-Tribal Council of Nevada, Inc. is an equal opportunity employer and will consider all qualified applicants in accordance with the provisions set forth in Section 703(l) of the Civil Rights Act of 1964, as amended in 1991.*