



## **HUALAPAI NATION JOB VACANCY ANNOUNCEMENT OPEN COMPETITIVE**

**JOB TITLE:** Co-Teacher  
**DEPARTMENT:** Head Start  
**CLASS:** Regular/Part-Time  
**SALARY:** D.O.E  
**OPENING:** February 5, 2014  
**CLOSING:** February 14, 2014

**SUMMARY OF JOB DUTIES:** Teacher Aides are responsible for working cooperatively with an assigned Teacher and assisting in all realms of the classroom, playground, field trips or other planned activities.

**ESSENTIAL JOB FUNCTIONS:**

- Mandatory reporter of all incidents of child abuse and neglect;
- Assist in planning and implementing learning experiences that advance the intellectual and physical development of children, including:
  - Improving the readiness of children for school by developing their literacy and phonemic print and numeracy awareness;
  - Their understanding and use of language;
  - Their understanding and use of increasingly complex and varied vocabulary;
  - Their appreciation of books; and
  - Their problem solving abilities.
- Assist in establishing and maintaining a safe, healthy learning environment;
- Assist in supporting the social and emotional development of children;
- Assist in encouraging the involvement of the families of the children in a head start program and the development of relationships between children and their families;
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or G.E.D. equivalent;
- Must be willing to or possess the ability to apply for courses in early childhood education leading to an Associate, baccalaureate, or advanced degree;
- Must maintain or obtain a valid driver's license within 3 months of the hire date;
- Submit to and pass required Drug Tests;
- Submit to and pass required Local, State, and Federal Background Checks;
- Submit to and pass annual Physical Examination;

- Maintain or obtain a current First Aide and CPR certification within 2 months of the hire date;
- Maintain or obtain a current Food Handlers certification within 2 months of the hire date;
- Must be computer literate;
- Strong oral, interpersonal and written communication skills.

**HOW TO APPLY:**

Submit a completed Employment Application to: Human Resources Department, P. O. Box 179, Peach Springs, AZ 86434, fax (928) 769- 1191, or call (928) 729-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

**PREFERENCE:**

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Pubic Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

**THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM**  
**Auxiliary aids and services available upon request to individuals with disabilities**

Modify: 10/18/13