



Cow Creek Government Office

Position Description

Position Title: Teacher's Aide I

Department: Education

Reports To: Yimisa' Head Teacher

FLSA Designation: Non-Exempt

Date Written/Revised: 7/16/19

Part Time Position

POSITION PURPOSE:

The Yimisa' Preschool Promise Teacher's Aide I will provide support to the Yimisa' Preschool Teachers and students on a daily basis. This individual will provide assistance in the preparation and delivery of snacks and meals to the youth of the Yimisa' Preschool with an emphasis on sanitation and nutrition. The Yimisa' Preschool Aide I will help create and maintain a safe and supportive environment where each of the youth has the ability to thrive and grow towards their highest potential.

ESSENTIAL FUNCTIONS:

- Facilitate the service of nutritious meals and snacks to the participations of the Preschool
- Ensure that sanitation standards are followed in the service and clean up after each snack/meal
- Assist as needed with the classroom management for the Yimisa' Preschool participants
- Foster meaningful relationships with Yimisa' youth to provide a safe and supportive environment
- Provide supervision during the rest periods for the Yimisa' students
- Create a positive, nurturing environment
- Other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED required. Early Learning training or classes preferred.
- Demonstrated experience and ability in:
 - Relationship skills: establishing and maintaining positive relationships with youth and adults, being friendly, outgoing, flexible and receptive
 - Demonstrated previous experience with 3 – 4 year olds
 - Communication skills: intermediate written, verbal, and interpersonal skills
 - Thinking skills: effective at problem solving, trouble shooting, and diffusing difficult situations
 - Physical abilities: Must be able to engage with the Preschool youth in learning activities including floor activities, running jumping and playing. Ability to lift and carry 30 lbs. for significant distances.

- Self-Management Skills: be able to work independently and make sound decisions, demonstrate motivation.
- Ability to obtain Food Handlers Card, CPR and first aid training within first 90 days of employment
- Be able to maintain a well-groomed, clean, and professional appearance at all times
- Hold a current valid Oregon Driver's License