

Teacher's Assistant

Be Part of Us!

- **United Auburn Indian Community** (UAIC) is actively searching for a **Teacher's Assistant**.
- We are a federally recognized Native American tribe, dedicated to improving the welfare of our Tribal Members, our employees, and the surrounding communities.
- UAIC allows employees to be innovative and forward-thinking while working in an environment that respects tradition.
- We provide **100% employer paid** Medical, Dental, & Vision benefits for you and eligible family.
- We contribute to your retirement account **starting at 4%, whether or not you contribute** yourself.
- **Complimentary, on-site lunch and breakfast provided.**
- **Fifteen (15)** official paid holidays.
- The expected starting range for the position is **\$17.50/hr.**
- **Please visit** <https://www.auburnrancheria.com/careers/> **to apply**

Position Summary

Under a Teacher's general supervision, the Teacher's Assistant assists in reinforcing instruction to individuals or small groups of students in a classroom or other learning environment. The Teacher Assistant also assists in the preparation of instructional materials.

Essential Functions

- Tutors individuals or small groups of student, reinforcing instruction as directed by the teacher.
- Oversees student drills, practices, remedial exercises and assignments in various subjects.
- Provides individual assistances to students explaining errors, answers questions and a variety of instructional activities.
- Assists in preparation of instructional materials including copying and distributing materials.
- Assists with monitoring behavior of students in the classroom and during outdoor activities and reports progress regarding students' performance and behavior.
- Assists with monitoring emergency drills according to approved procedures.
- Assists students with building self-esteem by providing proper examples, emotional support, a friendly attitude and general guidance.
- Promotes understanding of the school rules and the United Auburn Indian Community's culture and historic background.

Non-essential Functions

- Oversees groups of students during playground activities; assures safe outdoor play.
- Maintains a clean, safe and orderly classroom learning environment.
- Assists with disinfecting the classroom and high touch surface areas within the school buildings.

- Performs other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge

- Knowledge of child development.
- Proficient knowledge of basic subjects including mathematics, grammar, spelling, language and reading.
- Proficient knowledge of proper English usage, grammar, spelling, punctuation, vocabulary, and handwriting.
- Knowledge of child guidance principles and practices; basic instructional methods and techniques.
- Knowledge of educational programs and outreach programs in surrounding area.
- Knowledge of symptoms of communicable diseases and head lice.
- Knowledge of MS Office applications, including Word, Excel, and Outlook.

Skills

- Well-organized, and able to manage multiple things simultaneously.
- Active listening skills.
- Awareness.
- Calm, friendly, and reliable temperament.
- Creative thinker.
- Patience and compassion.

Abilities

- Ability to adapt to the various needs of the children.
- Ability to interact with children.
- Ability to work independently and use good judgment.
- Ability to maintain safe, secure and healthy environment for children.
- Ability to work both indoors and outdoors.
- Ability to provide activities that are recreational in nature.
- Ability to utilize strong interpersonal and communication skills.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to foster a cooperative work environment.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop and implement new strategies and procedures.
- Ability to work under pressure.
- Ability to maintain appropriate confidentiality in all matters pertaining to students, parents, staff and program.
- Ability to clear all necessary background checks.

Qualifications

Minimum requirements

- Education:
 - High school diploma or equivalent
 - Completion of units in Early Childhood Education, Liberal Studies or related field

- Experience:
 - Two years of related work experience

Preferred qualifications:

- Associates Early Childhood Education, Liberal Studies or related field

Special Requirements

Must maintain STRICT CONFIDENTIALITY of all UAIC information received in trust and confidence.

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