



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseño Mission Indians

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 676-2768 Fax (951)695-1778

JOB DESCRIPTION

POSITION: Teacher's Aide (Part Time)
STATUS: Non-Exempt
CLASSIFICATION: Part-Time
DEPARTMENT: Education
SUPERVISOR: Principal
POSITION CATEGORY: B
RATE OF PAY: DOE

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez, Jr.
Catalina R. Chacon
Marc Luker
Robert "R.J." Munoa
Russell "Butch" Murphy
Michael A. Vasquez

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Robyn Delfino

SUMMARY:

Applicant must have the ability to assist in the process of classroom instruction and perform supervisory needs to help foster emotional, cultural and educational development. In addition this candidate must be able to follow the program plan developed by the classroom teacher.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with various school activities, including field trips.
- Assist in all school related events.
- Assist with teaching Luiseño language and culture.
- Attend to children's physical, emotional, intellectual and social growth.
- Playground and lunch supervision while students are on recess.
- Work with individual students or small groups to reinforce learning material or skills introduced by the teacher.
- Participate in classroom cultural related activities.
- Discuss assigned duties with classroom teachers to coordinate instructional efforts.
- Responsible for classroom preparation of student based current curriculum materials.
- Help student's master instructional materials assigned by the teacher.
- Assist in the maintenance of acceptable classroom behavior.
- Operate and care for equipment or instructional materials used in the classroom for instructional purposes.
- Basic first aid.
- All other job related duties as assigned.
- Must adhere to all policies and procedures of the Chámmakilawish School and Pechanga Tribal Government.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseño Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's Degree from an accredited college with coursework in childhood development preferred.
- High School Diploma or GED required.
- Three (3) years experience working with school age children required
- Working knowledge of various office equipment including, copier and laminator.
- Experience with Microsoft Word and Outlook required.
- Must possess excellent organizational skills.
- Must be able to physically interact with active school age children.
- Demonstrated ability to develop constructive and cooperative working relationships with others, and maintaining them over time.
- Must be of good character, patient, personable.
- Must be a positive role model.
- Current certification in child and infant CPR required.
- Compliance with the Pechanga Tribal Government Policies and Procedures.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Ability to teach others how to do something.
- Ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Ability to communicate effectively, both written and verbal.
- Ability to speak with others and convey information effectively.
- Ability to be aware of others' reactions and understanding why they react as they do.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person. The employee is often required to use hands to finger, handle, feel or grasp objects; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds and occasionally stand on step ladders.

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Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee occasionally works near moving mechanical equipment. The noise level in the work environment is usually quiet while in the classroom, or moderately noisy to loud when working on projects or during events, and moderately noisy to loud when outdoors and/or during school programs.

Employee's acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice.

Signature of Employee

Date

Print name of employee

Signature of Employee's Manager

Date

Print name of employee's manager

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