



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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Tribal Chairman:
Mark Macarro

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

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

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

SUMMARY:

The Physical Education / Teacher's Aide will instruct students, using physical education techniques, to improve physical fitness, gross motor skills, perceptual motor skills and sports and game achievement; and guide and support students in learning the Luiseño language. The Aide will assist with classroom instruction following program and lesson plans; help foster emotional, cultural and educational development and provide assistance in the school kitchen as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Create physical activities that are physically challenging, safe, fun and stimulating for children.
- Work spontaneously and adjust as needed to effectuate a fun and safe program at all times.
- Assist in all school related events activities and field trips.
- Assist with teaching Luiseño language and culture.
- Bring the Luiseño language into all aspects of the learning environment from the classroom to the playground.
- 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, skills and/or language introduced by the teacher.
- Classroom preparation of student based current curriculum materials.
- Help student's master instructional materials assigned by the teacher.
- Participate in classroom cultural related activities.
- Discuss assigned duties with classroom teachers to coordinate instructional efforts.
- Think creatively to engage, motivate and encourage children at all times.
- Teach good sportsmanship and citizenship.
- Maintain maximum student participation in physical education.
- Promote physical activity and healthy lifestyle choices.
- Promote teamwork and leadership skills.
- Operate and care for equipment or instructional materials used in the classroom for instructional purposes.
- Assist in the school cafeteria as needed for meal preparation, during and preparation for events and during meal periods.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of 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.

- Perform basic first aide
- Must adhere to all policies and procedures of the Chàmmakilawish 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.

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
- Must complete and maintain ServSafe Food Handler certification.
- Working knowledge of various office equipment including, copier and laminator.
- Experience with Microsoft Word and Outlook.
- Must possess excellent organizational skills.
- Ability to physically interact with active school age children.
- Must be of good character, patient, personable.
- Must be a positive role model.
- Valid First Aide certificate.
- 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 teaching and instruction for individuals and groups, and the measurement of training effects.
- Ability and interest in learning, teaching and understanding the Luiseño language and culture.
- 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.
- Ability to physically interact with active children.
- Ability to multi-task and follow through on program development.
- 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 be aware of others' reactions and understanding why they react as they do.
- Ability to develop constructive and cooperative working relationships with others, and maintaining them over time.

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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 run, walk sit, swim talk, shout, hear and listen. The employee is required to communicate verbally, including projecting voice across distance in normal and loud situations. 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 fingers, hands and arms to handle, feel or operate objects or tools. They must often reach with hands and arms and kick with legs and feet. The employee is required to climb or balance; stoop, kneel, crouch or crawl and swim. The employee is must frequently lift and/or move up to 35 pounds and occasionally up to 50 pounds. On occasion, the employee will need to stand on step ladders.

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 is required to work in outside weather conditions and in the sun for long periods of time. They may be subject to sunburn and sunstroke. This job often operates in a kitchen and food preparation environment. Occasionally this role uses cutlery, commercial food choppers, slicers, warmers, ovens and scales and works near hot ovens, grill and stoves. The employee occasionally is also exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is often loud and noisy.

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. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

Signature of Employee

Date

Print name of employee

Signature of Employee's Manager

Date

Print name of employee's manager

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