



## Job Posting

**Job title:** Instructional Aide (*Preschool Level*)

**Location:** Rincon, CA (*Rincon Community Child Development Center*)

**Application Deadline:** Open until filled (*Review of applications will begin immediately*)

**Compensation:** Minimum of \$15.50/hour. DOE

**Benefits:** *\*Paid Holidays \*Rich Medical, Dental & Vision \*Generous Vacation & Sick \*401(k) Match*

**Status:** Full Time/Regular position

## Job Summary

Under the supervision of the Teacher, the Instructional Aide will assist in the supervision and care of children ages 2-5 years; assist with and oversee daily operations; work with small groups and individual children using developmentally appropriate practices that foster active exploration, growth and development; encourage independent choices and active problem-solving, along with sharing experiences with others; supervise children on playground and during naptime; and is flexible and able to assist other staff within the center as needed.

## Essential Functions

- Promotes feelings in children of security, love, trust, self-confidence, self-esteem and positive attitudes.
- Greets children and parents warmly and with enthusiasm each morning.
- Carries out mission, vision, values and philosophy of Center.
- Tends to children's personal hygiene needs and toileting according to health and safety standards. Responsible for securing health, hygiene, safety and overall well-being of children at all times.
- Works with classroom teachers and staff to keep classroom neat and orderly, and assists with setup and cleanup after classroom activities and center usage.
- Assists with outdoor supervision and playground activities.
- Assists in preparation of instructional and training materials; keeps library materials current and rotates

books on regular basis.

- Maintains confidentiality of records and information of staff and families.
- Supports and implements short and long-term goals in the classroom and center environment.
- Participates in staff, parent and teacher meetings and training.
- Assists with meals and snacks.
- May perform other duties as assigned by supervisor.

### **Job Requirements and Qualifications**

*Education:* High School Diploma or GED.

*Certificates & Licenses:* Current child and adult CPR and first aid card/certificate. Valid California Driver's License with driving record acceptable to SCTCA's insurance.

*Knowledge Requirements:* Must possess flexibility, initiative, record keeping skills and strong oral and written communication skills in English. Must be a team player, willing to take instruction and follow directions effectively and demonstrate initiative and enthusiasm to support each child's educational plan. Ability to multi-task and respond to children's needs quickly and efficiently. Knowledge of Indian history, culture and politics a plus.

*Experience:* None required but previous aide experience preferred.

*Physical:* Able to lift up to 35 pounds and be comfortable getting down on and up from the floor to do activities with the children.

*Conditions of Employment:* Candidates are required to successfully complete required background check, including Live Scan and drug screening. Must also have the following vaccinations: Tdap, MMR, and Influenza (waivable), as well as a TB shot, and a current physical evaluation from your doctor as required by State Licensing, along with any other documents that licensing requires.

### **Other Information**

In addition to the essential duties listed above the Instructional Aide is expected to:

- Communicate regularly with supervisor about department issues.
- Demonstrate efficient time management and prioritizes workload daily.
- Consistently report to work on time prepared to perform the duties of the position.

## About Our Company

The Southern California Tribal Chairmen's Association (SCTCA) is a multi-service non-profit corporation established in 1972 for a consortium of 25 federally-recognized Indian tribes in Southern California. The primary mission of SCTCA is to serve the health, welfare, safety, education, cultural, economic and employment needs of its tribal members and enrolled Indians in the San Diego County urban areas. A board of directors comprised of tribal chairpersons from each of its member Tribes governs SCTCA.

## How to Apply

**Preferred method: Apply online at <http://sctca.applicantpro.com/>**

- A. Apply in person and submit a **completed Application for Employment with a resume** to the Human Resources office\*, located at 11475 Nejo Rd. Bldg H. Pala, CA 92059. \*Office subject to closures.
- B. Fax a **completed Application for Employment and resume** to 760-742-8610.

Note: The Application for Employment can be found at [www.sctca.net](http://www.sctca.net), under the “Careers” link.

**SCTCA IS AN “AT-WILL” EQUAL OPPORTUNITY EMPLOYER WITH NATIVE AMERICAN PREFERENCE**

To be considered under Native American Preference, you must submit verification of Tribal affiliation with your application.