



*The oldest self-governing  
Tribe of Indians in the United States*

## SHINNECOCK INDIAN NATION

Shinnecock Indian Territory

P.O. Box 5006 Southampton, New York 11969-5006

Phone (631) 283-6143 Fax (631) 283-0751

**Job Title:** Wuneechanunk Substitute Teachers Aide

**Reports To:** Lead Teacher

**FLSA Status:** Contractor, As needed

**Department:** Wuneechanunk Shinnecock Preschool

**Salary Range:** \$100 per day

**Application Deadline:** Until positions are filled

**Summary:** Assists teaching staff at the Wuneechanunk Shinnecock Preschool by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Helps children remove outer garments.
- Organizes and participates in games, reads to children, and teaches them simple painting, drawing, handwork, songs, and similar activities.
- Directs children in eating, resting, and toileting.
- Helps children develop habits of caring for own clothing and picking up and putting away toys and books.
- Maintains order in classroom.
- Serves meals and refreshments to children and regulates rest periods.
- Assists in preparing food and cleaning quarters.
- Other duties as assigned

### **Competency:**

To perform the job successfully, an individual should demonstrate the following competencies: Maintains confidentiality; Keeps emotions under control.

Listens and gets clarification; Participates in meetings.

Balances team and individual responsibilities; Exhibits objectivity and openness to others' views.

Writes clearly and informatively; Able to read and interpret written information.

Shows respect and sensitivity to Native Americans and Native American culture.

Promotes a harassment-free environment.  
Works with integrity and ethically.  
Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.  
Adapts to changes in the work environment.  
Is consistently at work and on time.  
Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.  
Volunteers readily.  
Generates suggestions for improving work.  
Exhibits sound and accurate judgment.  
Prioritizes and plans work activities.  
Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.  
Demonstrates accuracy and thoroughness.  
Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

High School Diploma or GED and experience with children.

**Certificates and Licenses:**

CPR/First Aid certification is desirable.

**Professional Development:** Attend educational in-service training, conferences, and staff meetings and read literature to support and continue professional and personal growth.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Internet software and Contact Management systems.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is frequently required to stand and walk. The employee is occasionally required to sit.

**Additional Requirements:**

All new employees of the Wuneechanunk Shinnecock Preschool must submit to and pass a comprehensive background check, toxicology screening and be finger printed; Must meet initial and annual physical examination standards as may be required by Tribal, State and Federal guidelines; must be able to work flexible hours.