Shinnecock Indian Territory

PO Box 5006 * Southampton, NY 11969

Wuneechanunk Shinnecock Preschool

100 Church Street * Southampton, NY 11969

Natahne Dennis, Director, 631-318-4852

Natahnedennis@shinnecock.org

Paulette Brown, Assistant Director, 631-318-4852

Paulettebrown@shinnecock.org

Job Title: Teachers Aide
Reports To: Lead Teacher
FLSA Status: Non-Exempt, Full-Time hourly
Department: Wuneechanunk Shinnecock Preschool
Pay Scale: Based on preschool, Commensurate with experience

Summary: Organizes and assists teaching staff by addressing the needs of young children while teacher is leading activities. The aide is to be inclusive to all cultural and learning barriers while helping to maintain the classroom.

Requirements:

• High school diploma with CDA (Child Development Associate Credentialing) or equivalency

• Valid state driver's license or equivalent

• CPR/ First Aid Certified or will be within 90 days of hire

• Excellent interpersonal skills

• A passion for early childhood development

• A passion for the outdoors and animals

Additional Requirements:

All new employees of the Wuneechanunk Shinnecock Preschool must submit to and pass a comprehensive background check and be fingerprinted.

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

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

• Coordination and delivery of care-giving activities.

- Observation, and documentation of each child's health, skills, behavior, and growth and development

- Helps children remove outer garments.

- 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.

- Serves meals and refreshments to children and regulates rest periods.

- Assists in preparing food and cleaning quarters.

- Maintains confidentiality

- Follows instructions, responds to management direction, and treats others with respect regardless of position

- Other duties may be assigned