

# **PALA BAND OF MISSION INDIANS**

**Human Resources PMB 50, 35008 Pala Temecula Rd PALA, CA 92059**

## **JOB DESCRIPTION**

**Title:** Teacher's Aide  
**Department/Division:** Child Care Center  
**FLSA:**  
**Status:** Part-Time \$10.00/Hour  
**Supervisor:** Child Care Director  
**Subordinates:** None

### **POSITION SUMMARY:**

The Teacher's Aide position is under the direct supervision of the Child Care Director. This position works closely with the Child Care Team. The Teacher's Aide is responsible for teaching, supervising and planning an appropriate curriculum for children along with supporting them to succeed.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervise children at the Child Care Center.
- Plan age appropriate activities both indoors and outdoors.
- Assists with serving family-style meals to children.
- Organize and maintain cleanliness in play and learning areas within the center.
- Maintain positive interactions with the children and their parents.
- Provide parents with written records of their child's activities.
- Attend and support monthly parent meetings at the center.
- Complete paperwork and recordkeeping.
- Assist with meeting Health and Safety requirements.
- Attend Child Care functions, such as fund raisers, etc.
- Complete CCFP correspondence, including menu production record and head count during meal time.
- Attend training including training for CCFP.
- Other duties as assigned.

**KNOWLEDGE, SKILLS, CERTIFICATIONS AND ABILITIES:**

- Must be able to interact and communicate effectively with children.
- Must be able to communicate effectively with parents.
- Knowledge of standard business English, spelling, punctuation and grammar.
- Must exhibit good character and good judgment with children.

**MINIMUM QUALIFICATIONS:**

- High School diploma or equivalent education (GED).
- Must have a valid California Driver's License and proof of insurance.
- Must have or be willing to obtain CPR card and First Aid Card.
- Obtain Food Handlers card.
- Must obtain 3 units of Child Development every semester.
- Also, an attached printout from the Department of Motor Vehicle is needed to pass a security background check.
- Must acknowledge and agree to maintain a Drug-Free workplace as a condition of employment with the Pala Band of Mission Indians. **Must pass pre-employment and random drug testing during employment. A background check will be required.**
- Indian preference will apply. The Pala Band of Mission Indians will give hiring preference to fully qualified applicants that are Pala Tribal Members. Pala Band of Mission Indians is an equal opportunity employer.

**OTHER REQUIREMENTS:**

**All employees are expected to follow the Tribal Personnel Policies and Procedures of the Pala Band of Mission Indians and must adhere to any additional applicable addendums.**

**HOW TO APPLY**

**PLEASE SUBMIT A RESUME AND APPLICATION TO:**

Pala Band of Mission Indians  
Human Resources Department – Attn: Lisa Rios  
PMB 50, 35008 Pala Temecula Road  
Pala, CA 92059  
Email [hr@palatribe.com](mailto:hr@palatribe.com)

**CLOSING DATE: OPEN UNTIL FILLED**

**Posted: 12/14/2011**