



## MI'KMAQ NATION JOB DESCRIPTION

**TITLE:** Classroom Helper

**CLASSIFICATION:** Part-Time Permanent/Hourly/Per Grant Funding 29.5 hours weekly

**WAGE SCALE:** \$15.00-\$15.20

**IMMEDIATE SUPERVISOR:** Head Start Director (Bus Monitor) Educational Coordinator (Classroom Helper)

**NOTE:** The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements. The description is meant to serve interviewers, applicants and directors as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility of the job. Some aspects of this portion may change over time, according to the Tribe's needs.

**SUMMARY OF POSITION:** As Classroom Helper the employee will work cooperatively with classroom staff in the implementation of all classroom activities and field trips.

**EDUCATION (OR EQUIVALENT EXPERIENCE):** High School Diploma or GED, CDA preferred. Three months experience working with 3-5 year old children in a center based program preferred.

**SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED:**

1. Average computer skills.
2. Excellent communication and organizational skills.
3. Ability to relate well with adults as well as 3-5 year old children.
4. Ability and willingness to work on own as well as part of a team.
5. Current tuberculosis immunization as well as physical (yearly)
6. Current CPR and First Aid certification or ability to become certified (yearly).
7. Successful completions of a full criminal history background check to include an FBI fingerprint check.

**WORKING CONDITIONS:** Regular office environment, classroom environment, as well as the Head Start school bus.

**FUNCTIONS AND TASKS (Head Start Performance Standards 45 CFR 1310; 45 CFR 1304.52(g) and (h)):**

*Classroom Helper Responsibilities:*

- Assist the Lead Teacher and Teacher's Aide in implementing classroom activities
- Accompany the children on field trips and ensure that children safely board and exit the bus
- Assist the Lead Teacher and Teacher's Aide during meal and snack times
- Work with all Head Start Staff in practicing emergency evacuation drills

- Maintain strict adherence to confidentiality as defined in the Privacy Act
- And all other duties as assigned.

**EVALUATION:** Feedback will be practiced on an on-going basis and the notes will be attached to your personnel file. Formal evaluations will be conducted on a semi-annual and annual basis, and are based on how one meets, exceeds, or fails at all those standards specified within this position description.

**NOTICE:** This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor. Requirements stated herein are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill. The incumbent will also be required to pass a physical examination and PPD (tuberculosis) Screening.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety of themselves or others.

**The closing date for this position is MARCH 31, 2023**  
Submit a completed application package, including a cover letter, resume, an application, and copies of certificates/licenses/degrees stated *in your application*. A complete Job Description and an Application can be found at [www.micmac-nsn.gov](http://www.micmac-nsn.gov), or call Cheryl Smart at 764-1972 to have an application mailed. This position is subject to FBI, DHHS, and State of Maine background checks.

Please send the completed Job Application to the following address or email:

Cheryl Smart  
Attn: Human Resource Assistant  
Mi'kmaq Nation  
7 Northern Road, Presque Isle, ME 04769  
[csmart@micmac-nsn.gov](mailto:csmart@micmac-nsn.gov)

*The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with 25 USC 472, 472 (a) and P.L. 93-638 and is an Equal Opportunity and Service Provider.*