

2018 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Head Start / Early Head Start (Teacher Assistant)

LOCATION/ADDRESS: N7210 Seminary Road, Oneida, WI 54155

SALARY PREDETERMINED: **\$10.10/ HR**

NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN AND
CONTACT INFORMATION:

NAME: Theresa T. Torrez
TITLE: Program Manager
EMAIL: TTorrez@oneidanation.org
PHONE: 920-869-4310

DATES OF EMPLOYMENT: **JUNE 11TH, 2018 THRU AUGUST 3rd, 2018**

NUMBER OF HOURS PER WEEK: **36 HOURS PER WEEK**

INTERN DUTIES/PROJECTS (LIST IN PRIORITY ORDER.
(INCLUDE PERCENT OF TIME SPENT ON EACH DUTY/PROJECT WEEKLY):

- Assist in completing lesson plans
- Assist with planned activities
- Organize materials required for daily use in educational activities.
- Work with children to help them develop self-help skills.
- Encourage children to communicate in Oneida and English languages; encourage children to take pride in their cultural heritage.
- Maintain a safe, orderly, attractive, and stimulating physical environment for children. Ensure safety of children by maintaining clear exit for evacuations.
- Accompany Teachers on home visits with families for purposes of assessment, support, and sharing information on parenting, educational strategies, and classroom progress.
- Assist in maintaining Head Start Records as required by the Head Start Performance Standards.

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Knowledge of the Oneida community, history, and culture.
- Knowledge of early childhood development, diet, and nutrition guidelines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.