

IN-HOUSE POSTING



POSITION: **Head Start Teacher**
 Full Time
 \$15.13

POSTED: **10/11/2011**
 OPEN UNTIL FILLED

Position Summary:

Responsible for planning, promoting, providing and documenting a safe healthy environment that meets or exceeds Head Start requirements and program performance standards, will oversee the site operations and perform administrative duties by Howonquet Head Start program.

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

- Submit monthly reports and required paperwork to Program Coordinator (monthly progress report, lesson plans, monthly AIPB report, and nutrition report, as directed.)
- Responsible for monthly lesson plan, daily lesson plans so that they have been planned, prepared and implemented in accordance with Howonquet Head Start education component and objectives, as well as program performance standards requirements.
- Maintain constant and overall supervision of children during Head Start sessions and services. This includes but is not limited to classroom time, indoor and outdoor plan, meal times, in lavatories, and when other activities occur. Shall be required to be onsite during days children are at school.
- Will be responsible for the appropriate classroom arrangement to attractively set up a neatly organized and user friendly learning environment.
- Responsible for completing pre developmental screens annually for each child. Screening shall be completed within 45 days of child's entry into program.
- Will include and implement culture, mental health, dental health, and nutrition activities into curriculum.
- Will provide training/support to Teacher Assistant in specific teaching methods, child development concepts and activities and discipline guidance.
- Must serve as a role model for Teacher Assistants, parent/guardian and community service workers; provide the above listed support and guidance to volunteers in the classroom.
- Conduct at least (2) home visits each year to keep parents informed of their child's growth and development. Encourage parents during visits to volunteer and become involved where and whenever possible.
- Must attend Parent Center Committee meetings and other extra curricular Head Start activities that are part of individual site operations, activities, plans, or services this may entail working evenings and weekends.
- Conduct two parent/teacher conferences per year.
- Must be willing and available to attend and participate in staff meetings, pre-service and in-service trainings, seminars, conferences, and other program and development oriented activities either onsite or in other locations.
- Must develop, understand and enforce safety rules and emergency procedures.
- Prepare and disseminate monthly calendar, maintain current files on children, ensure confidentiality, and maintain general cleanliness and sanitation of facility.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Supervisory Responsibilities:

Is responsible for supervision of subordinate staff, Teacher Assistant, Classroom Aide, Volunteers and children in program. Report to Program Manager observed discrepancies and inconsistencies in job quality performance.

Minimum Qualifications:

- Posses or in the final process of obtaining a B.A. Degree in Childhood Education or Development; at least 2 years experience teaching head start/preschool.
- Ability and knowledge to work with 3-5 year old children and meet Head Start standards of conduct and confidentiality.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Position requires occasional overnight travel. Requires the ability to drive 7 hours within a 24 hour period.
- Requires computer literacy in a Microsoft office environment.
- Current physical exam/tuberculosis test clearance and criminal background fingerprint clearance.
- Qualified American Indian Preference applies.

Language Skills:

Ability to read, analyze, and interpret technical manuals, and government regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions, while facilitating group meetings.

Mathematical Skills:

Ability to work with mathematical concepts, ability apply concepts such as fractions, percentages, ratios, and pro-rations.

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.

Certificates, Licenses, Registrations:

Must possess and maintain a valid, State-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 30-45 pounds and occasionally lift and/move 60 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

The work environment temperature can fluctuate between 50-80 degrees Fahrenheit due to open doors and windows. The job will require inside and outside activities on a daily basis. There are many distractions and the noise level does escalate during physical activity times. The environment can be active due to sheer numbers of children and families in close proximity.

CONTACT HUMAN RESOURCES FOR FURTHER DETAILED JOB DESCRIPTION INFORMATION AND TO SUBMIT AN APPLICATION.