



## Tolowa Dee-ni' Nation Position Description

**Title:** Head Start Teacher  
**Class:** Skilled  
**Status:** Full Time  
**Supervisor:** Education Coordinator  
**Grant Funded:** Yes

**Department:** Education - Head Start  
**FLSA:** Non-exempt  
**Pay Grade:** 6 (\$16.85 - \$23.76)  
**Subordinates:** Yes

### **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 performs administrative duties required by Howonquet Head Start program.

### **Essential Duties and Responsibilities:** include the following:

1. Submit monthly reports and required paperwork to program manager (monthly progress report, lesson plans, monthly AIPB report, and nutrition report, as directed).
2. 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.
3. 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.
4. Will be responsible for the appropriate classroom arrangement to attractively set up a neatly organized and user friendly learning environment.
5. Responsible for completing pre and post developmental assessment annually for each child. Screening shall be completed within 45 days of child's entry into program.
6. Will include and implement Culture, Mental Health, and nutrition activities into curriculum.
7. Will provide training/ support to Teacher assistants in specific teaching methods, child development concepts and activities and discipline guidance.
8. 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.
9. Conduct at least (2) parent conferences 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.
10. Must attend Parent center committee meetings and other extracurricular head start activities that are part of individual site operations, activities, plans, or services this may entail working evenings and weekends.
11. 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.

12. Must develop understand and enforce safety rules and emergency procedures.
13. Prepare and disseminate monthly calendar, maintain current files on children, ensure confidentiality, and maintain general cleanliness and sanitation of facility.
14. Willing to support Tolowa language acquisition and development.
15. Other duties as assigned.

**Supervisory Responsibilities:**

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

**Minimum Qualifications:**

1. Possess or in final stages of completing an B.A. Degree in Early Childhood Education or Child Development or equivalent; at least 2 years of experience working in Head Start or preschool programs.
2. Ability and knowledge to work with 2.9 to 5 years of age children and meet standards of conduct and confidentiality.
3. Must submit to and pass a pre-employment drug and alcohol screen.
4. Position requires occasional overnight travel. Requires the ability to drive 7 hours within a 24-hour period.
5. Requires computer literacy in a Microsoft office environment.
6. Current physical exam/tuberculosis test clearance and criminal background fingerprint clearance.
7. Must pass physical examination, including tuberculosis screening, on initial hire and annually.
8. Qualified American Indian Preference applies.
9. Must pass physical examination, including tuberculosis screening, on initial hire and annually.

**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 pounds and occasionally lift and/move 50 pounds.

Position requires occasional overnight travel. Requires the ability to drive 7 hours within a 24 hour period.

**Vision Requirements:**

1. Close vision (clear vision at 20 inches or less).
2. Distance vision (clear vision at 20 feet or more).
3. 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.

**Additional Employment Conditions:**

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

Section 408 of the Indian Child Protection and Family Violence Prevention Act of 1990 (Public Law 101-630) requires an investigation of the character of each individual who is employed, or is being considered for employment, in a position with duties and responsibilities that involve regular contact with or control over Indian children. A criminal history investigation will be performed and the applicant must meet the minimum standards of the Act.

In compliance with TDN laws and policies, the applicant must be in good standing with TDN and its entities. Past employment will also be taken into consideration.

**Acknowledgment:**

I have read this job description and fully understand the requirements set forth herein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Tolowa Dee-ni' Nation has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all function, responsibilities, skills and abilities. Additional functions

and requirements may be assigned by Tolowa Dee-ni' Nation as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_