

YUOK TRIBE-JOB DESCRIPTION
Head Start Teacher

Job Title:	Teacher – Head Start	Pay Grade	6
Department	Education/Head Start	Location	KLAMATH
Reports To:	Education/Language Coordinator	FLSA Status	Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE’S HIRING PREFERENCE			
Salary Range	\$36,896 – \$47,964		

POSITION SUMMARY:

The Head Start Teacher is under the supervision of the Education/Language Coordinator. The Teacher is responsible for developing and implementing curriculum and classroom instruction in accordance with the Head Start Performance Standards. The Teacher is responsible for maintaining files documenting services provided to Head Start children and Families.

DUTIES AND RESPONSIBILITIES:

1. Plan and implement developmentally appropriate curriculum for 20 children.
2. Utilize Yurok tribal traditions, practices, and resources to provide a culturally relevant program.
3. Work with the Coordinator and the Head Start Director to provide an integrated program to children and families that includes all Head Start components: Parent Involvement, Social Services, Health, Nutrition, Mental Health, Special Needs and Education.
4. Create a warm, accepting, and developmentally appropriate environment, which encourages the cognitive, physical, emotional and social development of the child and family.
5. Reinforce and enhance the role of the parent as the primary educator of the child.
6. In cooperation with a family member and the Coordinator, assess the strengths and needs of each child and family. Develop and implement an individualized child and family plan.
7. Uphold confidentiality of child and family information in accordance with the confidentiality policy.
8. Responsible for health, safety and welfare of children. Understand and implement safety rules, emergency procedures and plans.
9. Create a learning environment for parents by incurring:
 - Monthly parent meetings
 - Sharing of child development and parenting skills information
 - Involving parents in the development of curriculum and program activities
 - Utilization of community and mental health resources in addressing issues common to the parent group
 - Training for classroom volunteers.
10. Organize time to:
 - Prepare curriculum and daily activities in accordance with program guidelines

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- Conduct at least four parent contacts with each family each program year. (Two of the contacts should be home visits)
 - Complete required records in a timely manner
 - Procure classroom supplies keeping within identified budget.
 - Participate in IEP conferences regarding head Start children
 - Participate in monthly parent meetings.
 - Participate in classroom team and staff meetings.
11. May be assigned other duties as required to meet the needs of the program

SUPERVISORY RESPONSIBILITIES:

Supervise the Teacher Aide, doing evaluations and feedback as needed

MINIMUM QUALIFICATIONS:

1. Ability to develop and implement educational curriculum in accordance with the Head Start Performance Standards
2. Knowledge of child development and sensitive to the needs and characteristics of young children and families.
3. Ability to relate well to other staff members, parents and community members.
4. Knowledge of history, culture and traditions of Native American Tribes of Northwest California particularly the Yurok Tribe.
5. Experience in computer word processing.
6. Possess effective interpersonal and leadership skills.
7. Possess well-developed verbal and written communication skills and abilities.
8. Must be self directed and able to initiate parent and staff activities.
9. BA or advanced degree in Early Childhood Education (ECE)
10. BA or advanced degree and coursework equivalent to a major relating to ECE with experience teaching pre-school children

CONDITIONS OF EMPLOYMENT:

- ✓ All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
- ✓ The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- ✓ When necessary, must be able to lift 25 to 50 pounds.
- ✓ Must provide documentation of a pre-employment and annual health-screening showing that the employee is free of communicable diseases and is physically capable of doing the job.
- ✓ Must provide pre-employment and annual documentation of a negative TB test or chest x-ray.

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- ✓ Must provide (within thirty days) documentation of immunization or immunity for all currently recommended childhood immunizations. If employee is missing required immunizations they must be completed within six months of hire.
- ✓ Must provide (within thirty days) documentation of receiving Hepatitis B vaccine. The entire series of Hepatitis B immunizations must be completed within six months of hire.
- ✓ Must provide (within thirty days) documentation of enrollment in a course of current certification in Infant & Child, Pediatric, Community, or Universal First Aid and CPR. Must provide First Aid and CPR certificates within three months of hire. Must maintain valid First Aid and CPR cards during duration of employment.
- ✓ If necessary, must adhere to a professional development plan with goals, objectives and timelines.
- ✓ This position will collaborate with the Yurok Tribe Child Care Program including but not limited to working at the Child Care Program as needed and attending joint trainings.
- ✓ This position may be required to work full year full day.
- ✓ **THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630 ; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES.**

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

- Close vision (clear vision at 20 inches or less).

