

YUROK TRIBE-JOB DESCRIPTION
Head Start Teacher

Job Title:	Teacher – Head Start	Pay Grade	7
Department	Education/Head Start	Location	Klamath/Kepel
Reports To:	Site Supervisor	FLSA Status	Non Exempt
ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE			
Salary Range	\$20.23-26.30		

POSITION SUMMARY:

The Head Start Teacher is under the supervision of the Site Supervisor. 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. Organize time to:
 - Prepare curriculum and daily activities in accordance with program guidelines.
 - 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.
10. May be assigned other duties as required to meet the needs of the program.

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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.

EDUCATION/EXPERIENCE:

- Baccalaureate or advanced degree in early childhood education; or
- Baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. 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.
3. Must provide pre-employment and documentation of a negative TB test or chest x-ray and every five (5) years thereafter.
4. 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.
5. 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.
6. 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 maintain valid First Aid and CPR cards during duration of employment.
7. Valid state issued driver's license and/or ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.

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8. If necessary, must adhere to a professional development plan with goals, objectives and timelines.
9. 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.
10. This position may be required to work full year full day.
11. 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.
12. 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 the Yurok language is preferred but not required.
13. 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.
14. 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, physical agility to bend, stoop, kneel, crouch, or crawl, reach overhead, push/pull, squat, twist and turn, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.
15. VISION REQUIREMENTS:
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
 - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date