



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

REPOST REPOST REPOST

JOB TITLE: **Early Head Start Teacher (0-3 yr. olds)**
SUPERVISOR: Education, Curriculum and Disabilities Manager
LOCATION: Lac du Flambeau Public School
POST DATE: **June 29, 2018**
CLOSING DATE: **July 13, 2018**

General Description: This position is supervised by the Education, Curriculum and Disabilities Manager and is responsible for providing a successful, safe and supervised educational setting for children when they are in the Head Start environment (classroom, outdoor play area, and field trips). The position is to promote the social, emotional, physical and cognitive development of Head Start children and encourage parent involvement in all aspects of the program.

Qualifications: Associates degree in early childhood is required. Or baccalaureate degree or advanced degree in early childhood education is preferred; or a baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children.

Salary: \$13.25-\$18.60 Dependent upon qualifications.

How to Apply: Submit your application for employment, education transcripts and notarized release of information form by the deadline. Applications and detailed job descriptions can be located via website www.ldftribe.com and are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Exempt Position Description**

A. TITLE OF POSITION: Head Start Teacher

B. DEPARTMENT: Zaasijiswaan Head Start Program

C. SUPERVISOR'S TITLE: Education, Curriculum and Disabilities Manager

D. DESCRIPTION OF DUTIES: This position is supervised by the Education, Curriculum and Disabilities Manager and is responsible for providing a successful, safe and supervised educational setting for children while they are in the Head Start environment (classroom, outdoor play area, and field trips). The position is to promote the social, emotional, physical, and cognitive development of Head Start children and encourage parent involvement in all aspects of the program. Specific responsibilities include, but are not limited to the following:

1. Plan and implement classroom activities for a class of not more than 8 children, including: daily lesson plans, developmentally appropriate curriculum that improves the school readiness of children by developing their knowledge and skills in the following domains: approaches to learning, social and emotional development, language and literacy, cognition and perceptual, motor and physical development.
2. Plan indoor & outdoor activities.
3. Adapt curriculum and teaching method as necessary for children with special needs.
4. Individualize one to one and group activities to reflect the unique needs and strengths of all children in the classroom.
5. Follow a consistent schedule, which includes small and large group experiences, choice time, music and movement, large and small motor activities, family style meals, and effective transition between activities.
6. Maintain accurate written records; including assessments, special education documentation, screening results, anecdotal observations, documents for transition to public school and parent/teach conference and other forms required by the program.
7. Ensure strict confidentiality is maintained regarding children, families, staff, and community.
8. Provide an atmosphere that promotes and reinforces parent involvement in the classroom.
9. Supervise and monitor children at all times.
10. Will be required to act as a bus monitor on routine bus routes and during field trips.
11. Respond to crisis or emergency situations that may occur.
12. Attend IEP/IFSP meetings as necessary.
13. Coordinate home visits for each child in the classroom to share information on parenting, educational strategies, classroom progress, etc.
14. Must attend all mandatory meetings and trainings.
15. Attend special events sponsored by the Head Start program, possibly evenings and/or occasionally on weekends.
16. Provide input into planning efforts for Community Assessment, development of long-range goals and objectives, and budget for funding application.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with staff, service providers, children and parents.
2. **External:** Contact with service providers, children and parents. Occasional contact with the general public.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Perform job responsibilities receiving direction and supervision from the education manager or director.

H. EDUCATION: Associates degree in early childhood is required. Baccalaureate degree in early childhood education is preferred.

I. EXPERIENCE: minimum of one year's experience in a formal preschool setting is preferred.

J. SKILLS:

- 1) Strong interpersonal and organizational skills, including the ability to work as part of a team and effectively communicate with parents and young children.
- 2) Promote collaborative relationships with schools, Tribal programs, and community agencies to provide quality services to children and families.
- 3) Ability to work with families of varying economic, social and ethnic backgrounds.
- 4) Ability to build rapport with parents formally and informally to encourage their input into activities for their child.
- 5) Ability to maintain strong confidentiality of personal information contained in files and discussed at meetings as evidence by previous employment experience.
- 6) Ability to supervise preschool children and ensure a safe learning environment, including times in the classroom, outdoor play areas and on field trips.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Normal classroom conditions.
2. **Exposure to Hazards:** May be exposed to situations where children's behavior may create undesirable conditions or may be exposed to illnesses. Daily exposure to cleaning and sanitizing products and diapering and possible emergency aid to children.
3. **Physical Requirements:** Daily kneeling, stooping, bending, and sitting on the floor to attend to children's needs. May have to occasionally lift up to 50 pounds. Physically capable to move quickly in order to respond to children who are very active.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Early Head Start Teacher to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical

knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance.

M. OTHER: Must have a valid driver's license and liability insurance. Qualifying background check. Physical examination within 30 days of hire and annually, thereafter, to rule out communicable diseases, Negative TB test within 30 days of hire. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Preference will be given to current and formal Early Head Start and Head Start parents, if qualified for a vacant position. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will be subject to disciplinary action.

N. SIGNATURES:

Employee **Date**

Manager **Date**