



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Substitute Early Head Start Teacher & Head Start Teacher
SUPERVISOR: Education, Curriculum and Disabilities Coordinator
LOCATION: Zaasijiwan Head Start Program (0-5 year olds)
POST DATE: August 23, 2016
CLOSING DATE: Open until filled

General Description: This position is supervised by the Education, Curriculum and Disabilities Manager and is responsible for providing a safe and healthy learning environment (developmentally appropriate inclusive classroom, outdoor learning area, and field trips). This position is to promote early learning experiences in accordance with the Head Start Early Learning Outcomes Framework to align curricula, assessments, and professional development to school readiness goals.

Qualifications: Early Head Start Classroom - Current Child Development Associate (CDA) Credential for Infant and Toddler required or an Associates (AA) degree in Early Childhood Education (ECE) is preferred. **Head Start Classroom** - A minimum of an Associate's degree is required in Early Childhood Education (ECE) or in a related field with a Child Development Associate (CDA) certification is required, Bachelor degree or advanced degree in ECE or a Bachelor degree and course work equivalent to 18 credit hours of ECE/Child Development is preferred. Minimum of one year of successful work experience in a formal preschool setting is preferred.

Salary: \$11.25-\$26.25 per hour/ Dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email 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
Nonexempt Position Description**

A. TITLE OF POSITION: Substitute Early Head Start & Head Start Teacher

B. DEPARTMENT: Zaasijiwan Head Start Program (0-5 year olds)

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

D. DESCRIPTION OF DUTIES: This position is supervised by the Education, Curriculum and Disabilities Manager and is responsible for providing a safe and healthy learning environment (developmentally appropriate inclusive classroom, outdoor learning area, and field trips). This position is to promote early learning experiences in accordance with the Head Start Early Learning Outcomes Framework to align curricula, assessments, and professional development to school readiness goals. 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 (Early Head Start) or 20 children (Head Start) including: daily lesson plans, developmentally appropriate instruction that improves the school readiness of children by developing their knowledge and skills in the following domains: approached to learning, social and emotional development, language and literacy, cognition, 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/teacher 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 their child's learning and development (school and home environment).
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. Coordinate home visits for each child to share information on parenting, child development, learning progress, health and mental health, and family services.
13. Must attend all mandatory meetings and trainings as necessary.
14. Attend special events sponsored by the Head Start program, possibly evenings and/or occasionally on weekends.

15. 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 general public.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Perform job responsibilities receiving direction and supervision from the Education, Curriculum & Disabilities Coordinator.

H. EDUCATION: Early Head Start Classroom - Current Child Development Associate (CDA) Credential for Infant and Toddler required or an Associates (AA) degree in Early Childhood Education (ECE) is preferred. Head Start Classroom - A minimum of an Associate's degree is required in Early Childhood Education (ECE) or in a related field with a Child Development Associate (CDA) certification is required, Bachelor degree or advanced degree in ECE or a Bachelor degree and course work equivalent to 18 credit hours of ECE/Child Development is preferred.

I. EXPERIENCE: Minimum of one year of successful work 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 in meetings.
6. Ability to supervise preschool children and ensure a safe learning environment including times in classroom, outdoor play areas and on field trips.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Standard school conditions (classroom, gym and playground).
2. **Exposure to Hazards:** May be exposed to situations where children's behavior may create undesirable conditions or may be exposed to illnesses.
3. **Physical Requirements:** Perform various physical duties including riding on bus, harnessing children into seatbelts, daily kneeling, stooping, bending, sitting on floor and occasional lifting up to 50 lbs. and ability to move quickly in response to a child's needs.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Substitute Early Head Start & 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. 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.

M. OTHER: Must submit to a drug test prior to commencing employment and random testing thereafter. Must have a valid driver's license and liability insurance. Criminal background check required applicable to the job description. A physical examination will be required prior to starting and annually thereafter to rule out communicable diseases; negative TB test prior to starting. 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. Preference for current and former Early Head Start and Head Start parents, if qualified for vacant position.

N. TERMS OF EMPLOYMENT: As needed /call in by Administrative staff. The salary will be determined by Wage Verification Scale. This is a limited position with no benefits.

O. SIGNATURES:

Employee **Date**

Director **Date**

Supervisor **Date**

Tribal Administrator **Date**