**Vacancy Announcement**

**Job Title:** Teacher

**Reports to:** Center Supervisor, Education Manager, Assistant Director, Director

**FLSA Status:** Non-exempt

**Employment Status:** Full time, hourly, 40 hours per week; usual hours Monday – Friday 8:00 – 4:00; flexible schedule with early morning, evening, or weekend work.

**Revised:** September 13, 2017  **Closing:** Continuous

**Classroom Supervision:** Teacher Aide

All staff work toward this overall program goal: To assist each child in developing to his/her potential, and to empower parents in their role as the most important and primary teachers, caregivers, and role models of their own children.

**GENERAL OBJECTIVE:** Provides and coordinates education services to low income children and special needs children. Assist Education Manager in planning, implementation, and supervises to ensure compliance with the Head Start Performance Standards.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- **Mandatory reporter of all suspected incidents of child abuse and neglect.**
- **Drug Free Policy – No Tolerance.**
- **In the event of a disaster, Head Start employees are required to provide assistance in accordance with the tribe’s Emergency Operations Plan or their level of training (CPR and/or First Aid).**
- **All Cheyenne & Arapaho Tribes Head Start applicants must submit mandatory criminal background check information to the Personnel Department before employment with the program, or following any conviction occurring after commencement of employment.**

**Duties and Responsibilities**

**Teacher**
- Responsible for adhering to the Performance Standards and meeting the requirements of all content areas.
• Contribute to child’s learning by actively communicating and interacting with all children, both indoors and outdoors, to promote language and literacy.
• Maintain complete and accurate child files, forms, and report within allotted timelines necessary for Education Manager & Family & Community Partnership Manager to document and track needs of children and services to be provided.
• Responsible for children in their assigned class to include: screenings/assessment, referrals, IEPS, goal planning in partnership with parents.
• Responsible for two home visits per year with each family of class members.
• Create positive and clean environment conducive to learning and in compliance with Head Start standards.
• Develops monthly lesson plans both culturally and age appropriate.
• Informs Center Supervisor regarding supplies needed in accordance to lesson plans.
• Maintains anecdotal report on child behaviors observed during class time for individualization and assessment completions.
• Work cooperatively with Teacher Aide and Education Manager.
• Utilize modeling and demonstrate effective ways to guide young children.
• Establish and maintain a safe, healthy learning environment, and assure that the indoor physical environment is adequate to accommodate safety, space per child, and has sufficient materials and equipment appropriate to the age/developmental level of the children.
• Serve as a bus monitor if needed.
• Responsible for attending monthly Parent and Fatherhood Initiative meetings.
• Responsible for participation in center wide activities for thematic units, field trips, etc.
• Coordinates with Family Service Coordinator for identified issues or suggested parent trainings.
• Participates in the annual assessment of equipment and material needs.
• Follows rules and regulations as set forth by the Tribal Council, in conjunction with Tribal Personnel Policies and Procedures Manual.

Program participation and Team Member
• Arrive to work on time, punctually attends and actively participates in all program activities to include site, component, and staffing team meetings, all staff meetings, overnight retreats and trainings.
• Required to be respectful, cooperative and reliable team member and participant in program activities.
• Projects a professional work image, both in dress and manner. Required to dress in solid scrubs approved by Policy Council.

Confidentiality
• Required to respect the confidentiality of information about enrolled children and families, personnel issues, and other program operations as appropriate.

Training
• In consultation with supervisor, develops own professional work goals and training plan. Participates in training as requested.

Qualifications
• Associate’s or Bachelor’s Degree in Early Childhood Education, with 2 years experience working in a preschool setting or an equivalent combination of training and experience.
• Computer experience a must.
• Knowledge of Head Start Performance Standards
• Ability to clearly articulate the program’s goals and philosophy and the role of the early childhood development.
• Leadership ability in the area of planning, organizing, supervising and implementing program design.

Other Requirements
• Ability to function effectively in cross-cultural situations.
• Ability to understand warmth, empathy and genuineness with others.
• Ability to communicate effectively verbally and in writing.
• Demonstrates initiative and resourcefulness in work activities.
• Ability to work positively with parents and work cooperatively as a team member.
• Obtain and hold a current food handler’s care/first aid and CPR.
• Maintain compliance with Criminal History Registry.
• Random Drug Testing.

Physical Qualifications
Ability to manage physically-active children, ages three to five within a weight range up to 60 lbs., lifting, restraining, guiding, pursuing, withstanding sudden movements.

I have read the above job descriptions. I understand it and will fulfill my responsibilities to the best of my ability.

Signature .................................................. Date .................................................

Cheyenne & Arapaho Tribes of Oklahoma
Head Start Program
SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
Personnel Department
P.O. Box 167
Concho, OK 73022
Or e-mail: atisdale@c-a-tribes.org
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at: www.c-a-tribes.org