PERSONNEL

CHEYENNE & ARAPAHO TRIBES

P.O. Box 167
Concho, OK 73022
(405) 422-7498
FAX (405) 422-8222

*****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