***Vacancy Announcement***

**Job Title:** Language and Culture Teacher  
**Program:** Head Start  
**Reports to:** 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.  
**Issue Date:** June 28, 2022  
**Closing Date:** Until Filled

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 educational services to low income children and special needs children. Plan and implement a Cheyenne and Arapaho language and culture curriculum to teach children, staff and families. 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**

- Develop language and culture program for the education of the Cheyenne and Arapaho Head Start teachers and students
- Develop professional development opportunities in the area of language and culture for Head Start staff
• Plan and provide Cheyenne and Arapaho language and culture curriculum and teaching guides for staff
• Align curriculum with educational standards for students
• Provide information/training to Head Start parents and families as needed
• Provide language and culture instruction/lessons/activities to Head Start students daily
• Provide additional instruction/resources/activities as needed
• Create assessment tool for children to measure language and culture knowledge gained
• Responsible for adhering to the Head Start Performance Standards
• Create a positive environment conducive to learning and in compliance with Head Start standards.
• Develop monthly lesson plans to include both Cheyenne and Arapaho language and culture
• Establish and maintain a safe, healthy learning environment.

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.

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
• High school diploma or equivalent
• Knowledge in both the Cheyenne and Arapaho language and cultures
• Computer experience a must.
• Knowledge of Head Start Performance Standards
• 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.
• Fully vaccinated for COVID-19.
• Cheyenne and Arapaho Preference.

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@cheyenneandarapaho-nsn.gov
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.cheyenneandarapaho-nsn.gov