

VACANCY ANNOUNCEMENT

POSITION: Teacher, Head Start Program

LOCATION: Concho, Clinton and Canton Centers

ISSUE DATE: July 14, 2011

CONTINUOUS

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. Responsibilities include developing classroom curriculum, scheduling and carrying out home visits, and supervising assistant teacher and volunteers. Assist the education manager in ensuring that all performance standards within the education content areas are met. Staffs that have first aide or childhood emergency certification will be expected to provide emergency first aide during their routine job duties.

Reports to: Center Supervisor

Supervises: Teacher aides

Hours Worked: Full time with flexible schedule with possible evening work.

DUTIES AND RESPONSIBILITIES:

Maintain complete and accurate child files, forms and reports, within allotted timelines, to document and track needs of children and services proved. Responsible for education of all children in their assigned class to include;

- Developmental screening/assessments
- Referral of children with suspected disabilities or other special needs, appropriate.
- Sets individual goal plan in partnership with parents.
- Heights and weights two times a year.
- Attend and participate in IEP meetings as needed.

- Responsible for assigned classes of up twenty children, and minimum of two home visits per year to each family.
- Working with the other education staff, creates developmentally appropriate environment within the classroom.
- Works with the Center Supervisor to ensure that the classis supplied with all needed materials and supplies.
- Responsible for keeping classrooms, storage areas, and office space neat and clutter-free.
- Plans and evaluates daily classroom activities that are developmentally appropriate, respond to the goals set for individual children, and that reflect the diversity and culture of the class.
- Maintains child behavior observation notes to be used for individualization and assessment completions.
- Works cooperatively with managers; assists in coordinating classroom activities with the managers' requirements.
- Demonstrates effective ways to guide young children through modeling in the classroom.
- Responsible for participation with the other center staff in coordination, content development and provision of training areas are covered throughout the school year.
- Teaching staff will attend these monthly parent meetings.
- In consultation with team members, coordinates and participates in classroom orientation at the beginning of school year.
- Drive bus to deliver children to and from school or field trips.
- Consults with Supervisor and makes referral as needed.
- Other projects as assigned.

Supervises:

- Responsible for assisting the center supervisors in the supervision, training and performance review of Assistant Teachers and Bus Drivers.
- Trains and supervises parents and volunteers in the classroom.

Program Participation and Team Member:

- Arrives at work on time, punctually attends and actively participates in all required activities, meetings, overnight retreats, and training.
- Required to be a respectful, cooperative, and reliable team member and participate in program activities.
- Projects 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:

- CDA, AA, BA Degree in Early Childhood education, and a minimum of two years experience working in an early childhood education classroom or an equivalent combination of training and experience.
- Early Childhood Education formal training and able to receive a CDA or an AA degree within 180 days of employment.
- Must pass Drug and Alcohol test.

Knowledge, Ability and Skills:

- Knowledge of developmentally appropriate practice.
- Knowledge of Head Start preferred.
- Ability to work effectively with low-income families.
- Ability to function effectively in cross cultural situations.
- Ability to use a positive approach in directing and redirecting child behavior.
- Ability to supervise effectively.
- Ability to work cooperatively as a member of a team.
- Valid Oklahoma Driver's License with a willingness to obtain a CDL with Bus Drivers Certificate.
- Current Childhood Emergency/CPR or First Aide/CPR certification or be willing to obtain them.
- Obtain and hold a current food handlers card or be willing to obtain one.
- Maintain compliance with Criminal History Registry.
- Random Drug Test.

Physical Qualifications:

Ability to manage physically active children, ages three to five within a weigh range up to 60 pounds, including lifting, restraining, guiding pursuing, withstanding sudden movements.
Ability to move or lift supplies and equipment up to 50 pounds.

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

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 38

Concho, OK 73022

Or e-mail: whaag@c-a-tribes.org

Office (405) 422-7498

Fax (405) 422-7765

Toll Free 1 (800) 247-4612 ext. 27498



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