



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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E-Mail Address: poi70104@isletapueblo.com

JOB ANNOUNCEMENT

POSTING DATE: 02/05/10
POSTING DATE ENDING: Until Filled
(POSTED IN AND OUT)

TITLE: TEACHER –REMAINING WORK DAYS
(BETWEEN SEPT. 1, 2009 TO AUG. 31, 2010 WITH OPTION TO RENEW
ANNUALLY)

DEPARTMENT/PROGRAM: HEAD START & CHILD CARE PROGRAM

LOCATION: HEADSTART FACILITY

NO. OF POSITIONS: 1

POSITION #: various POSTING #: #014

STATUS: EXEMPT

SALARY: CONTINGENT UPON EDUCATION & EXPERIENCE.
ENTRY SALARY OF \$29,994 WITH BA DEGREE IN APPROPRIATE FIELD;
AA DEGREE +30 COLLEGE CREDIT COURSEWORK TOWARD BA MAY BE
CONSIDERED @ \$17,740 ANNUAL; DEGREE MUST BE OBTAINED
NO LATER THAN 9-13-2013.
SALARIES ARE ARE AS PER THE APPROVED 2009 TEACHER/TEACHER
ASSISTANT SALARY SCHEDULE

DESCRIPTION OF WORK

General Statement of Duties: The Head Start Teacher is responsible for the providing and coordinating daily early childhood development services and provides a successful, safe and supervised educational setting for children ages three through five years of age. Provides bus services for children on a daily basis and as needed.

Supervision Received: Works under the supervision of the Director.

Supervision Exercised: Supervises entry level Teachers, Teacher Assistants, and classroom volunteers.

DUTIES AND RESPONSIBILITIES:

1. Provides safe, high quality and age appropriate educational experiences for children on a daily basis.
2. Follows approved lesson plans and curriculum and incorporates Parent Committee and Language Committee recommendations as appropriate.

3. Responds to the individual child assessments and the Teacher/Parent Plan and Individual Education Plans.
4. Assists children with experimentation, exploration, problem solving, cooperation, socialization, and choice making activities.
5. Assists in contributing to children's feelings of competence, safety, security, and self-worth.
6. Provides an atmosphere and group activities that are conducive to learning.
7. Attends Parent and Language Committees meetings as required.
8. Prepares supply request lists for units and lesson plans.
9. Works with Nutrition Staff in development of appropriate cooking activities and field trip menu.
10. Conducts pre and post inspection checks of school buses; drives regulation-equipped school buses and develops routes to ensure the safe transportation of children; monitors and supervises students transported.
11. Attends on-going training required to maintain CDL.
12. Reports concerns for building or bus repairs to Facilities Manager or Program Director.
13. Schedules home visits to inform parents on their child's progress or issues.
14. Assures compliance with Head Start Health and Safety Codes
15. Attends and participates in weekly Teacher Meetings, Bus Transportation Meetings and attends trainings as assigned.
16. Works with Director on teacher professional development and coordination.
17. Maintains professional interaction with staff, parents, and other employees.
18. Other duties as requested or required.

Education and Experience:

1. Bachelor of Science in Early Childhood Development or related field;
2. AA degree with 30 hours of coursework toward degree may be considered with the contingency that the degree must be obtained by September 13, 2013.
3. Commercial Driver's License preferred; required to obtain CDL within six months of employment.
4. One or more of years experience in a classroom, Head Start, or similar situation preferred.

Training Needed or as required Head Start Training as described in HSPS 1304.52 (k) (1)-(3).

1. Head Start Performance Standards.
2. POI Head Start Policies and Procedures.
3. POI Head Start Health and Safety Codes.
4. Annual Indian Health Services Food Handler's Certification.
5. Annual Manufacturer Safety Data Sheets training.
6. Annual Fire Suppression Training.
7. Annual First Aid and CPR certification for infants, children and adults.
8. Mentorship by experienced Teacher and/or Program Director.
9. Complete and follow through on Annual Career Plan.
10. Annual Bus Driver training from State approved trainer.

NECESSARY SPECIAL REQUIRMENTS:

1. Ability to successfully pass a thorough background investigation and drug test.
2. Ability to read, understand and follow through on regulations governing emergency and preventative care.
3. Ability to plan and track meetings, maintain records and assure the confidentiality of family records and information
4. Ability to use personal computers and related software programs.
5. Ability to bring up issues and concerns following appropriate chain-of-command.
6. Ability to earn and maintain a Commercial Driver's License and maintain eligibility for tribal insurance.

7. Ability to follow all NM traffic laws pertaining to school bus transportation.
8. Ability to annually demonstrate proficiency of school bus driving or bus aide.
9. Ability to pass an annual Physical Exam required for Head Start Programs.
10. Ability to meet evening and weekend demands.
11. Tribal member preference with the ability to speak or learn to speak Tiwa.
12. Skilled in nurturing, motivating, teaching and guiding children.
13. Skilled in displaying mature, patient, and understanding behavior.
14. Ability to respond to and remain calm in an emergency or crisis situations.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

May be required to stand or walk for longer periods of time, stoop, carry, kneel, lift, sitting on the floor, etc. in the performance of duties. May be required to lift up to 50lbs. to carry children. Exposure to household chemicals and cleaning supplies may occur. Exposure to exhaust and gas fumes may occur when driving the buses or vans.

Vjj-HR/WM/8-24-09

BACKGROUND CHECKS ARE ROUTINELY CONDUCTED ON PROSPECTIVE EMPLOYEES IN ORDER TO CERTIFY COMPLIANCE WITH MINIMUM BACKGROUND STANDARDS ESTABLISHED BY THE PUEBLO OF ISLETA.

SUBMIT APPLICATION/RESUME TO HUMAN RESOURCE DEPARTMENT, LOCATED IN THE GOVERNOR'S OFFICE, OR MAIL TO HUMAN RESOURCE DEPARTMENT, PUEBLO OF ISLETA, P.O. BOX 1270, ISLETA, NM 87022

THE PUEBLO OF ISLETA IS A DRUG-FREE WORKPLACE