

PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 030-19

OPENING DATE: 02/07/2019

CLOSING DATE: 02/20/2019

POSITION: Head Start Teacher **OR** Teacher Assistant **POSTED:** **WITHIN**
PAY GRADE: NE9 **OR** NE5 (TO BE DETERMINED UPON HIRE)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI/Grant Funded
DEPARTMENT: Head Start/Early Head Start
REPORTS TO: Education Coordinator
BACKGROUND LEVEL: Child Care

JOB PURPOSE: HEAD START TEACHER provides and coordinates daily early childhood development services and provides a successful, safe and supervised educational setting for children ages three through five years of age. TEACHER ASSISTANT assists teachers by carrying out developmentally appropriate activities and promotes the health, nutrition, and education of the children while attending to their safety and welfare.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

HEAD START TEACHER:

- Provides safe, high quality and age appropriate educational experiences for children on a daily basis.
- Follows approved lesson plans and curriculum and incorporates Parent Committee and Language Committee recommendations as appropriate.
- Responds to the individual child assessments and the Teacher/Parent Plan and Individual Education Plans (IEPs).
- Assists children with experimentation, exploration, problem solving, cooperation, socialization, and choice making activities.
- Assists in contributing to children's feelings of competence, safety, security, and self-worth.
- Provides an atmosphere and group activities that are conducive to learning.
- Attends Parent and Language Committees meetings as required.
- Prepares supply lists and lesson plans.

- Works with Nutrition Staff in development of appropriate cooking activities and field trip menu.
- Schedules home visits and parent teacher conferences to inform parents on their child's progress or issues.
- Assures compliance with Head Start Health and Safety Codes
- Attends and participates in weekly Teacher Meetings and attends trainings as assigned.
- Maintains professional and technical knowledge by: conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; and conferring with representatives of contracting agencies and related organizations.
- Maintains confidentiality of all information.
- Performs other duties as assigned.

TEACHER ASSISTANT:

- Assists in setting up environment (indoor/outdoor) for the activities of the day.
- Uses developmentally appropriate practices to facilitate activities with groups and individuals.
- Observes and records behaviors of children to assist the Teacher in the identification of each child's strengths and areas to grow.
- Utilizes lesson plans which reflect mandated elements, parental and cultural influences, and promotes the social, emotional, physical, and cognitive development of young children.
- Follows a consistent schedule that includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities.
- Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice making.
- Provides an atmosphere that promotes learning and reinforces parental involvement in the classroom.
- Supervises and monitors children at all times.
- Participates in home visits and parent teacher conferences.
- Assures appropriate children's hygiene to related activities.
- Responds to crisis or emergency situations that may occur.
- Provides first aid or CPR, prevents the spread of blood borne pathogens, and accesses emergency services as needed.
- Maintains accurate written records, including assessments, IEP documentation, screening instruments, anecdotal observations, and other required forms at the direction of the Teacher.
- Assures/assists in general maintenance and security of facility.
- Instructs children in practices of personal cleanliness and self-care.
- Fosters cooperative social behavior; promotes self-expression and appreciation of aesthetic experiences.
- Ensures the cleanliness and safety of materials, classroom, and playgrounds by performing routine inspections.
- Assists classroom volunteers and parents in feeling welcomed, comfortable, and involved.
- Assists Teachers in maintaining effective working relationships with parents by assisting with parent participation.
- Encourages children to take pride in their cultural heritage.

- Completes attendance reports, illness and injury reports; assists in completing certain mandated reports to various agencies at the direction of the Teacher or Supervisor.
- Maintains professional and technical knowledge by: conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; and conferring with representatives of contracting agencies and related organizations.
- Serves as Bus Monitor while transporting children to and from Head Start and on fieldtrips.
- Collaborates with Head Start Coordinators.
- Maintains confidentiality of all information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Provides guidance and direction to Teacher Assistants, and Classroom Volunteers.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

HEAD START TEACHER:

- Bachelor's Degree in Early Childhood Development or related field with credit in ECME.
- One year experience working in a classroom, Head Start or similar situation preferred.
- Tiwa speaking preferred.
- CPR and First Aid certifications.
- Must obtain and maintain Food Handler's Card.

TEACHER ASSISTANT:

- High School Diploma or GED.
- Experience with children preferred.
- Associate's Degree in Early Childhood Education with CDA or Bachelor's Degree in Early Education or related field preferred.
- CPR and First Aid Certified or must obtain within 90 days of employment.
- Food Handler's Certification or must obtain within 90 days of employment.

REQUIRED FOR BOTH HEAD START TEACHER AND TEACHER ASSISTANT

- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass a physical examination and TB screening.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of principles and practices of early childhood development and care.
- Knowledge of the different stages of child development.
- Knowledge of applicable rules, regulations, policies and procedures related to Head Start.
- Knowledge of proper and safe food handling, storage, and disposal requirements.
- Knowledge of food preparation methods and techniques.
- Skill in operating various word-processing, spreadsheets and database software programs.

- Skill in nurturing, motivating, teaching and guiding children.
- Skill in displaying mature, patient, and understanding behavior.
- Ability to supervise and ensure a safe learning environment for children in a classroom setting.
- Ability to plan and track meetings, maintain records and assure the confidentiality of family records and information
- Ability to work independently and effectively manage time, set priorities and meet deadlines.
- Ability to use excellent communication skills with especially good listening skills.
- Ability to respond to and remain calm in an emergency or crisis situations.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to collect and analyze information and develop statistical analysis and reports or data.
- Ability to perform and analyze child development assessments.
- Ability to respect the dignity of each family, culture, customs and beliefs.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to use effective communication skills, both verbal and written, and provide reports as needed.
- Ability to work professionally and cooperatively with staff, parents, and community members
- Ability to understand and learn Head Start Standards, regulations, handbooks, and policies used for implementation and reporting requirements.

PHYSICAL DEMANDS:

- Extensive interaction with small children.
- Stoops, kneels, bends, etc. in order to get down to a child's level.
- Stands and walks for up to 8 hours per day.
- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 50lbs.

WORK ENVIRONMENT

- Work is performed in a classroom and child care environment with a high noise level.
- Exposure to household chemicals and cleaning supplies may occur.
- Exposure to bodily fluids, urine, or feces of children.
- Exposure to unpleasant odors and infectious disease.
- Exposure to exhaust and gas fumes may occur when driving or monitoring the buses or vans.
- Evening and weekend work may be required.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.

