



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 202-21**

**OPENING DATE: 11/09/2021**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Early Head Start Teacher  
**PAY GRADE:** NE6 (\$17.57/hr. - \$23.72/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Head Start  
**REPORTS TO:** Education Coordinator  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Provides and coordinates daily early childhood development services and provides a successful, safe and supervised educational setting for infants and toddlers in accordance with Head Start performance standards, federal & tribal standards, regulations, and laws.

*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:**

- Provides safe, high quality and age appropriate educational experiences for children on a daily basis to include: supervision and monitoring of children at all times; following a consistent schedule; planning for integration of motor, language, social/emotional, cognitive and health and safety activities using one-to-one and small group experiences and maintaining the environment and learning centers to facilitate those experiences.
- Provides for the basic needs of infants/toddlers to include: diapering; feeding, toileting, and physical and emotional nurturing.
- Follows and participates in development of lesson plans and curriculum and incorporates parental and cultural practices.
- Meets the needs of a diverse group of children to include: at-risk, special needs and cultural background by responding to individual child assessments, the Teacher/Parent Plan and Individual Family Service Plans (IFSP) and Individual Education Plans (IEP).

- Participates in and serves as a resource and advocate for families in the IFSP/IEP process.
- Prepares supply requests and lesson plans.
- Collaborates with Early Head Start Nutrition, Health, Mental Health and Disabilities Coordinators to provide comprehensive services to children and families.
- Schedules home visits and parent teacher conferences to inform parents and plan for their child's progress or developmental needs.
- Attends, plans for and participates in weekly teacher meetings and monthly classroom meetings.
- Builds a collaborative partnership with parents by providing an attitude of acceptance that supports and respects each parent's gender, family culture, language, ethnicity and child rearing practices.
- Partners with parents to plan, implement, and evaluate their Family Partnership Agreement and update throughout the program year.
- Maintain accurate child files to include: daily reports, written documentation, anecdotal observations, child screenings/assessments and other related information.
- Maintains confidentiality in accordance with Early Head Start policies and procedures.
- 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.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES: N/A**

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Child Development Associate Certification or one year state certification in child development.
- One year experience working with infants and toddlers in a classroom setting or Early Head Start or similar environment.
- Associate's Degree in Early Childhood Education in Early Education or related field.
- Tiwa speaking preferred.
- CPR and First Aid Certified.
- Must obtain and maintain Food Handler's Card.
- Must have a 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 pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**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 child care.
- 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 work independently and effectively manage time, set priorities and meet deadlines.
- Ability to understand regulations, handbooks, and policies pursuant to Head Start Performance Standards and to meet compliance with all program, pueblo, state and federal rules, regulations, and policies and procedures.
- 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 50+lbs.

**WORK ENVIRONMENT:**

- Work is performed in a child development center and classroom environment with high noise level.
- Exposure to bodily fluids, urine, or feces of babies or infants.
- Exposure to unpleasant odors and infectious disease.
- Exposure to household chemicals and cleaning supplies may occur.
- Evening and weekend work may be required.

**PREFERENCE:**

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