



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 003-23

OPENING DATE: 01/04/2023

CLOSING DATE: Open Until Filled

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

POSTED: IN/OUT

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.