



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

**POSTING NO: 183-23**

**OPENING DATE: 12/07/2023**

**CLOSING DATE: Open Until Filled**

**POSITION:** Head Start Teacher I or II  
**PAY GRADE:** NE6-NE7 (\$17.57/hr. - \$26.09/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 children ages three through five years of age.

*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.
- 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.

**SUPERVISION RESPONSIBILITIES:**

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

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

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

**WORK ENVIRONMENT:**

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

**PREFERENCE:**

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

**EMPLOYEE'S CERTIFICATION:**

I acknowledge receipt of this job description and my supervisor has discussed it with me.