



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 183-23

OPENING DATE: 04/23/2024

CLOSING DATE: Open Until Filled

POSITION: Teacher I or II
PAY GRADE: NE8-NE9 (\$27.50/hr. - \$40.84/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.