



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## VACANCY ANNOUNCEMENT

**POSITION TITLE:** HEAD START LEAD TEACHER

**SUPERVISOR:** EDUCATION DIRECTOR

**OPEN:** OPEN UNTIL FILLED

**SALARY:** \$18.00-\$25.00 HOURLY 1 FTE

**REPRESENTATIVE DUTIES INCLUDE:** The Head Start Lead Teacher shall promote the social, emotional, physical, and cognitive development of children aged three through five years in a safe, responsive, and supervised educational setting (classroom, outdoor play area, community walks, and field trips). Lead Teachers must also encourage parent involvement in all aspects of Center level program operations. Lead Teachers must implement the Skokomish Head Start's chosen curriculum through lesson planning, daily educational activities, and utilizing research-based and practice-based best practices. They must provide individualized instruction and support to all students through ongoing assessment and assist in the transition of children to and from the program. The Head Start Lead Teacher must supervise other staff and volunteers working in their classroom to ensure children in their care being provided with quality services and interactions.

**MINIMUM QUALIFICATIONS:**

1. Baccalaureate or advanced degree in early childhood education and teacher's certification
2. Associate's Degree in Early Childhood Education or equivalent coursework required.
3. Must obtain CPR training and First Aid card.
4. Must pass initial Physical Exam as daily kneeling, stooping, bending, and sitting on the floor to attend to children's needs is necessary; with occasional lifting up to 50 lbs. required before hire
5. Tuberculous Screening required before hire. Hepatitis B vaccination required before hire
6. Must obtain Washington State Food Handlers Card.
7. Experience in pre-school classroom is required, two years is preferred, with ability to adapt curriculum to meet the needs of all children including at risk, special needs, gifted, and culturally diverse populations.
8. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

**This position is at will and does not create a contractual relationship between the tribe and the employee.**

**MUST RECEIVE APPLICATIONS: Open Until Filled.** The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: \_\_\_\_ Date: \_\_\_\_

11/15/2024