



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

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Skokomish Nation, WA 98584

## JOB DESCRIPTION

**POSITION TITLE: HEAD START LEAD TEACHER**

**SUPERVISORS: EDUCATION DIRECTOR**

**SALARY RANGE: \$18.00-\$25.00 HOURLY DOQ/DOE**

**NATURE OF WORK:** 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.

**REPRESENTATIVE JOB DUTIES:** The Skokomish Head Start program currently provides educational and family support services for children aged three through five years old. Under general supervision, responsibilities include, but are not limited to:

1. Utilizing effective teaching practices that must:
  - a) Emphasize nurturing and responsive practices, interactions, and environments that foster trust and emotional security; are communication and language rich; promote critical thinking and problem-solving; social, emotional, behavioral, and language development; provide supportive feedback for learning; motivate continued effort; and support all children's engagement in learning experiences and activities.
  - b) Focus on promoting growth in the developmental progressions described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five by aligning with and using the Framework and the Skokomish Head Start's chosen curricula to direct planning of organized activities, schedules, lesson plans, and the implementation of high-quality early learning experiences that are responsive to and build upon each child's individual pattern of development and learning;
  - c) Integrate child assessment data in individual and group planning; and,
  - d) Include developmentally appropriate learning experiences in language, literacy, social and emotional development, math, science, social studies, creative arts, and physical development that are focused toward achieving progress outlined in the Head Start Early Learning Outcomes Framework: Ages Birth to Five.
2. For dual language learners, Lead Teachers must recognize bilingualism and biliteracy as strengths and implement research-based teaching practices that support their development. These practices must:
  - a) Include teaching practices that focus on both English language acquisition and the continued development of the home language; and,
  - b) Include steps to support the development of the home language for dual language learners such as having culturally and linguistically appropriate materials available and other evidence-based strategies.
3. Lead teachers implement well-organized learning environments with developmentally appropriate schedules, lesson plans, and indoor and outdoor learning experiences that provide adequate opportunities for choice, play, exploration, and experimentation among a variety of learning, sensory, and motor experiences and:
  - a) Include teacher-directed and child-initiated activities, active and quiet learning activities, and opportunities for individual, small group, and large group learning activities.
  - b) Structured snack and mealtimes that are used as learning opportunities that support teaching staff-child interactions, child-child interactions, and foster communication and conversations that contribute to a child's learning, development, and socialization.
4. Must assist in ensuring children in their classroom are provided with age-appropriate equipment, materials, supplies, and physical space for indoor and outdoor learning environments, including functional space. The equipment, materials and supplies must include any necessary accommodations, and the space must be accessible to children with disabilities.

Programs must change materials intentionally and periodically to support children's interests, development, and learning.

5. Must develop and utilize lesson plans, which reflect Office of Head Start mandated elements, parental and cultural influences, the chosen curriculum, and promote the social, emotional, physical, and cognitive development of young children. Lesson plans must be submitted to the direct supervisor for review and approval prior to use.
6. Prepare materials and needed/required equipment prior to use in classroom activities.
7. Will direct, assign tasks, provide guidance for, and train where necessary other staff, parents, or volunteers working in their classroom.
8. Must follow a consistent schedule, which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, rest time, and effective transitions between activities.
9. Must supervise and monitor children at all times during program hours.
10. Must respond to crisis or emergency situations that may occur which includes, but is not limited to, providing first aid or CPR, preventing the spread of blood borne pathogens, and access emergency services as needed.
11. Must conduct a minimum of two home visits annually for purposes of individualized child assessment and support, and to share information on parenting, educational strategies, and developmental progress with parents.
12. Must maintain and assist in the accurate written records which includes, but is not limited to, child observations, assessments, special education documentation, screening results, child transition documentation to/from the program, parent-teacher conferences, and other required forms or information.
13. Must maintain room equipment and supplies through ongoing cleaning and sanitizing, physical assessment of equipment, and monitoring classroom supply needs.
14. Must organize the classroom to provide the least restrictive learning environment for all children enrolled in the classroom and ensure its organization meets all federal, local, and state health and safety requirements.
15. Must monitor and assist with meals and snacks, documentation of meal and snack counts, and maintain visible class records of child allergies and intolerances.
16. Must model appropriate behavior and language and use developmentally appropriate communication skills with all children.
17. Participate in regularly scheduled team meetings to plan for and deliver collaborative services across all components.
18. To be knowledgeable of and implement the Head Start Program Performance Standards, the Head Start Early Learning Outcomes Framework, and any other required laws and regulations.
19. Must adhere to all Head Start and Skokomish Indian Tribe policies and procedures.
20. Assist in the development of and update the Education Written Work Plan, annually.
21. Administer Dial-3 and Creative Curriculum checklist to all children within 45 days of enrollment.
22. Coordinate with Education Director in developing and maintaining a professional development plan in order to meet the unique needs of children, families, local community, and Head Start Program Performance Standards.
23. Bus monitor duties as assigned.
24. Other duties assigned by the Education Director.

#### **DESIRED KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

1. Demonstrated ability to supervise a group of pre-school aged children and ensure a safe learning environment including the ability to monitor and respond to events going on at all times in classroom, outdoor play areas, and on field trips. This includes the physical ability to move quickly in order to respond to children who are very active and may need restraint or redirection in order to ensure their safety or the safety of others in the environment.
2. Must be able to work with and communicate well with parents, community members, and staff.
3. Working knowledge of available community resources and Head Start program components.
4. The ability to remain organized while multitasking.
5. Interpersonal skills to effectively interact with students, parents, community members, and staff.
6. Time management and technological skills.
7. Creative thinking and conflict resolution skills.

#### **MINIMUM QUALIFICATIONS INCLUDE:**

1. Associate's Degree in Early Childhood Education or equivalent coursework required.
2. Baccalaureate or advanced degree in early childhood education and teacher's certification preferred.
3. 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
4. TB test before hire.
5. Must obtain Washington State Food Handlers Card within 30 days of hire.
6. Hepatitis B vaccination required before hire.

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. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance
9. Must be able to work effectively in a team environment.
10. Strong organizational, communication and interpersonal skills preferred.
11. The selected candidate must successfully complete a pre-employment drug screen test, and a complete fingerprint background investigation, including relevant criminal history, prior to employment.

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

**Behavior 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.

**CONFIDENTIALITY:** The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

**DRUG-FREE WORKPLACE POLICY:** The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

**PREFERENCE:** The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

**APPLICATION INSTRUCTIONS**

1. Application filled in completely (Do not write see resume)
2. Cover letter identifying why you feel you are qualified for this position
3. Current resume and three work related references

**JOB DESCRIPTION APPROVAL:**

CEO: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Policy Council 12/07/05