



Job Title: TEACHER

Department /Office: Hopi Head Start Program
Reports to Whom (title): Early Childhood Education Coordinator
Salary / Hourly Range: 35
Job Classification Code: 8868
Level of Background Check: 1B
FLSA Status: Exempt; Full-time, Part-time, Temporary
Driving Required: Yes, As Required

JOB DESCRIPTION:

The work typically includes varied duties requiring different and related processes and methods. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires making decisions concerning such things as the interpretation of data, planning of the work or refining the methods and techniques to be used.

SCOPE:

The Hopi Head Start Program recruits and selects dynamic, well-qualified staff that possesses the knowledge, skills and experience to provide high quality, comprehensive and culturally sensitive services to children and families in the program. This position is responsible for instructing children and activities designed to promote social, physical and intellectual growth needed for entry into primary school.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Responsible for the day-to-day supervision of classroom activities; coordinated program plans with staff and parents; conducts staff meetings; monitors food service operations; conducts parent/teacher conferences and home visitations; keeps attendance and student progress records as required by the Head Start Program; prepares activity reports and assists with the preparation of center budget; facilitates and assists in the completion of in-kind contributions.
2. Administers health, developmental, sensory screenings to records development level of each child and interprets results; prepares and plans individual and group activities to stimulate growth in language, social and motor skills; plans developmental and culturally appropriate activities; works with special needs children and assures supplies/materials are available for the classroom to carry out planned activities.
3. Assesses children's progress quarterly; monitors, observes and screens students to determine individual needs and notifies appropriate personnel for referrals; and maintains record of each child's growth, health, behavior and progress; consults with other professionals where there appears to be evidence of learning delays or problems of social adjustments; and coordinates decisions with parents concerning any specialized intervention that appears warranted.
4. Supervises children on the playground, in the classroom, in non-instructional activities, and when transporting children to and from the center; monitors children to ensure safety practices are utilized.
5. Reports suspected child abuse cases in written form to the appropriate responsible agency(ies).
6. Attends staff, Parent Committee and Policy Council meetings and parent/student program activities to report on area of responsibility; and assists with organizing and coordinating special events to improve program services.
7. Exercises supervisory responsibility over teacher assistant and volunteers; establishes and conducts employee performance appraisals on a quarterly and annual basis; recommends personnel actions as necessary.
8. Performs other related duties as assigned or authorized in order to achieve office/Tribal goals and objectives.

PERSONAL CONTACTS:

Contacts are with employees within / outside the immediate work area, parents, grandparents, guardians, supervisor, Policy Council members, dental, health, fire & safety personnel and the general public. The purpose of these contacts is to exchange factual information, provide services, assistance and establish a network of resource.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is performed in a classroom/playground setting requiring physical exertion such as long periods of sitting, standing, crawling, recurring bending, stooping, stretching and lifting of objects in excess of 25lbs. Occasional travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education: Associate's Degree in Early Childhood Education

AND

B. Experience: Two (2) years work experience in an educational setting providing group or one-on-one instruction, preferably working with pre-school age children

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Of classroom management, classroom activities, testing and evaluation procedures
- Of early childhood development, characteristic group behavior of pre-school and special needs children
- Working knowledge of educational programs for special needs children
- Working knowledge of the laws, regulations and tribal policies on child care

B. Skills:

- In verbal and written communication
- In preparing lesson plans
- In human and public relations
- In leadership

C. Abilities:

- To teach, motivate and influence children
- To supervise the work of others, make decisions and act with tact and impartiality
- To supervise pre-school age children
- To maintain strict confidentiality of records/information
- To establish and maintain professional working relationships with children, parents, staff and others

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Must possess valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
3. Possess or obtain a food handler's card and maintain certification.
4. Possess or obtain a First-Aid and CPR certification and maintain certification.
5. Must satisfactorily complete an annual physical examination (including tuberculosis screening) and drug & alcohol test.

DESIRED QUALIFICATIONS:

1. Speak and understand the Hopi or Tewa language.
2. Experience in working with pre-school age children.
3. Depending on the needs of the position, some incumbents of this class may be required to possess a valid Arizona Driver's License and pass/complete the Hopi Tribe's Defensive Driving Course.

Note: This position is seasonal in nature for the duration of the current school year. Incumbent will be hired through an employment contract.

REVIEWED BY:  Department/Office Hiring Authority August 28, 2012 Date

APPROVED BY:  Director of Human Resources 8/28/12 Date PD Certified