



## **TEACHER**

Hopi Head Start Program

Reports To: Early Childhood Education Coordinator

Salary/Hourly Range: 33 - 37

FLSA Status: EXEMPT; Full-Time, Part-Time, Temporary

**VALID DRIVER'S LICENSE REQUIRED**

PD Revised: 08/09/2018

### **INTRODUCTION**

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 in activities designed to promote social, physical and intellectual growth needed for entry into primary school. 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.

The incumbent is under general supervision and line authority of the Early Childhood Education Coordinator. The incumbent and supervisor, in consultation define the objectives, priorities and deadlines and assist the incumbent with unusual situations, which do not have clear precedents. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instruction, policies, previous training or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements.

Contacts are with employees within/outside the immediate work area, children, supervisor, parents, grandparents, guardians, Parent & 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, coordinate services and establish a network of resources.

### **KEY DUTIES AND RESPONSIBILITIES**

(This is not a comprehensive listing of all functions and duties. This listing is ILLUSTRATIVE ONLY and not intended to be all inclusive or restrictive.)

1. Responsible for the day-to-day supervision of classroom activities; coordinates program plans with staff and parents; conducts staff meetings; monitors food service operations; conducts parent/teacher conferences and home visits; keeps student attendance and progress records; prepares activity reports; assists with preparing requisitions for supplies; facilitates and assists in the completing in-kind forms.
2. Assists in administering the health, developmental and sensory screenings; records developmental level 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 full inclusion of their special needs. Provides resources are available for the classroom to carry out activities.
3. Maintains a safe and healthy learning environment that reflects the Hopi and Tewa cultures, encourages children to communicate in the Hopi and English languages and to take pride in their heritage.
4. Assesses children's progress quarterly; monitors, observes and screens to determine individual needs and notifies appropriate personnel for referrals; maintains record of each child's growth, health, behavior and progress; consults with other professionals where there is evidence of learning delays or problems of social adjustments; coordinates decisions with parents concerning any specialized intervention as necessary.
5. Reports suspected child abuse cases in written form to the appropriate responsible agency(ies).
6. Attends staff, Parent Committee, Policy Council meetings and parent/student program activities to report on area of responsibility; assists with organizing and coordinating special events to improve program services and relationships.
7. Exercises supervisory responsibility over teacher assistants and volunteers; establishes and conducts employee performance appraisals on a quarterly and annual basis; provides guidance, mentoring and coaching on proper teaching methods & techniques; recommends or provides training; recommends personnel actions as necessary.
8. Performs other related duties as assigned or authorized to achieve tribal/program goals and objectives.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of classroom management, classroom activities, testing and evaluation procedures;
- Knowledge of early childhood development, 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;
  
- Skill in verbal and written communication;
- Skill in preparing lesson plans;
- Skill in human and public relations;
- Skill in leadership;
  
- Ability to teach, motivate and influence children;
- Ability to supervise the work of others, make decisions and act with tact and impartiality;
- Ability to supervise pre-school age children;
- Ability to maintain strict confidentiality of records/information;
- Ability to establish and maintain professional working relationships with children, parents, staff and others.

### **PHYSICAL EFFORT & ENVIRONMENTAL FACTORS**

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

### **MINIMUM QUALIFICATIONS**

Education: Bachelor's Degree in Early Childhood Education or Equivalent major relating to early childhood education, with experience teaching preschool-age children; OR

Associate's Degree in Early Childhood Education or Equivalent major relating to early childhood education, with experience teaching preschool-age children; OR

Alternative Credentialing and Degree Requirements: Child Development Associate credential that is appropriate to the age of children being served in Center-based programs; permitted the incumbent enroll and complete an associate degree in childhood education within two years of employment.

AND

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

### **NECESSARY SPECIAL REQUIREMENTS**

1. Shall possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license and maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.
7. Must possess or obtain within ninety (90) days of hire, a food handler's card and maintain certification throughout employment.
8. Must possess or obtain within ninety (90) days of hire, a First-Aid and CPR card and maintain certification throughout employment.
9. Must satisfactorily complete an annual physical examination (including tuberculosis screening).

### **DESIRED QUALIFICATIONS**

- Prior work experience with pre-school age children.
- Depending upon the needs of the Hopi Tribe, some incumbents may be required to demonstrate fluency in both the Hopi and English languages as a condition of employment.