



## HOPI HEAD START PROGRAM

### HOPI LAVAYI TEACHER

**INTRODUCTION:** The Hopi Head Start Program recruits and selects dynamic, well-qualified staff that possess 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 the Hopilavayi designed to promote social, physical and intellectual growth needed for entry into primary school.

**DUTIES:** (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 instruction of the Hopilavayi to children enrolled in the Hopi Head Start Program; develops methods, techniques and processes to implement the Hopilavayi; encourages and infuses Hopilavayi and cultural responsive methods.
2. Encourages children, through play, to learn to create meaning from and communicate in the Hopilavayi; creates verbal and non-verbal language, pictures, symbols and print; creates an environment rich with Hopilavayi print, storytelling, books, technology and writing materials allowing children to experience the joy and power associated with reading and writing the Hopilavayi.
3. Develops the Hopilavayi to meet each child's unique skills, abilities and needs to listen, speak and write interdependently; develops, in the Hopilavayi, early numeracy skills to help children develop foundational mathematic skills.
4. Works collaboratively with the teachers to assess 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.
5. 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.
6. Prepares and submits activity reports to the Early Childhood Education Coordinator for review and submittal to the funding agency; facilitates and assists in the completion of in-kind contributions.
7. Reports suspected child abuse cases in written form to the appropriate responsible agency(ies).
8. 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.
9. Performs other duties as assigned or authorized to achieve center and program goals and objectives.

**COMPLEXITY:** 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.

**SUPERVISION RECEIVED:** 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.

**PERSONAL CONTACTS:** Contacts are with employees within/outside the immediate work area, parents, grandparents, guardians, supervisors, 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 resources.

**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. Daily travel on the reservation and occasional travel off the reservation is required.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:

- A. Education : Child Development Associate's Certification or Associates Degree in Liberal Arts (with at least 18 hrs. in Early Childhood Development);

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:

Knowledge of classroom management, classroom activities, testing and evaluation procedures  
Knowledge 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:

Excellent verbal and written communication skill to compose correspondence, reports and conduct presentations  
Skill in preparing lesson plans  
Excellent human and public relations skills  
Excellent leadership skills

C. Abilities:

Ability to teach, motivate and influence children  
Ability to supervise the work of others, make decisions and act with fact 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

**NECESSARY SPECIAL REQUIREMENTS:**

1. Possess or be able to obtain a valid Arizona Diver's License and complete/pass the Hopi Tribe's Defensive Driving
2. Must complete & pass the pre-employment screening policy in accordance with the Hopi Tribe Personnel Policies & Procedures Manual.
3. Must complete & pass the alcohol & drug test screening in accordance with the Hopi Tribe Personnel Policies & Procedures Manual.
4. Must be fluent in speaking and understanding Hopilavayi and cultural teachings.
5. Possess or be able to obtain & maintain a food handler's certification.
6. Possess or be able to obtain & maintain a First-Aid and CPR certification.
7. Must satisfactorily complete an annual physical examination (including tuberculosis screening).

**PREFERRED QUALIFICATIONS:**

1. Teaching experience with pre-school age children.

**CONDITIONAL APPOINTMENT:**

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

REVIEWED BY:

  
Hiring Authority

1-27-09  
Date

APPROVED BY:

  
Personnel Director

01-29-09  
Date

Salaried – Sensitive Range 35  
01/2009(nfp)