



## Human Resources Department Pueblo of Santo Domingo

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### JOB ANNOUNCEMENT

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**POSITION TITLE:** Head Start Teacher

**SALARY RANGE:** \$16-20/hr

**DEPARTMENT:** Early Childhood Learning Center

**POSITION STATUS:** Full time

**SUPERVISOR:** Genevieve Jaramillo-Padilla

**JOB POSTING ID:** ECLC-0012

**PERIOD TO APPLY:** Open until filled

*Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.*

#### **BASIC PURPOSE:**

Incumbent works in the classroom throughout the school year with children and families. Provides a learning environment that fosters growth and development of the typical and atypical developing child in the early childhood settings. Works with all components and institutes them into weekly lesson plan. Encourages parent volunteerism in the classroom, and is responsible for child screenings, evaluations, and referrals and follow-up. Communicates with program managers for consistency in program services.

#### **ESSENTIAL FUNCTIONS:**

- Provides a safe, high quality and age appropriate educational experiences for typical and atypical developing children on a daily basis to include: supervision and monitoring of children at all times; following a consistent schedule; planning for integration of motor, language, social/emotional, cognitive and health and safety activities, daily living skills, self-esteem, behavioral skills and using one-to-one and small group experiences and maintaining the environment and learning centers to facilitate those experiences.
- Integrates all Head Start/Early Head Start components in lesson plans and the classroom.
- Develops Lesson plans and curriculum that incorporates parental and cultural practices.
- Maintains a classroom conducive to age appropriate and culturally appropriate learning throughout the year and leaves the classroom set up for summer use.
- Understand the program philosophy and the program goals and objectives.
- Meet the needs of a diverse group of children to include: at-risk, special needs and cultural background by responding to individual child assessments, the Teacher/Parent Plan and Individual Family Service and Individual Education Plans.
- Participates in and serves as a resource and advocate for families in the IFSP/IEP process.
- Ensure that center records and forms are complete and updated with specified timelines.
- Continues to gain knowledge in early childhood education and take advantage of opportunities for professional and personal development and implement knowledge gained.
- Maintain a professional credential recognized by Office of Head Start or early childhood educators.
- Observe strict confidentiality regarding children and families served. Must sign a statement of confidentiality.
- Maintains an accurate inventory record of classroom equipment and supplies.
- Works with parents to identify the strengths and needs of each child in order to individualize program services.
- Develop skills and training methods in classroom/child observations and recording in a non-judgmental manner for use in planning and carrying out the program daily.
- Orientates new staff or substitutes/volunteers to routines of individual classrooms and program operations.
- Implements procedures to help children make a smooth transition from Early Head Start to Head Start and Head Start to the elementary school setting.
- Promotes health and safety in the classroom and at mealtime.
- Conducts monthly classroom parent meetings to discuss classroom plans, activities, children's progress and etc....
- Provides a monthly report of his/her supervisor.

- Maintains confidentiality in accordance with Office of Head Start, Tribes and Programs policies and procedures.
- Adhere to guidelines set by the Tribe; Personnel Policies and Procedures.
- Performs all other duties as assigned by the supervising coordinator and the Head Start Director.

### **SUPERVISORY RESPONSIBILITIES**

Supervises the Teacher Assistant and Volunteers and is responsible in assisting the Education Coordinator in completing performance appraisals at six (6) month and year intervals.

### **REQUIRED COMPETENCIES**

- **Integrity / Honesty:** All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to cash transactions, confidentiality, handling, tracking of budgets, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork:** All Santo Domingo Pueblo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.
- **Goal and Task Management:** Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Decisiveness:** Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.
- **Vision:** Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.
- **Interpersonal Skills (Working with Others):** Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.
- **Effort and Initiative:** Incumbent in this position must have the ability to work and take action without specific direction and without being monitored.
- **Teaching Others:** Incumbents in this position must be able to take responsibility for the development of individuals and groups through appropriate teaching, guidance and coaching techniques.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Early Childhood preferred; OR an Associate's Degree in Childhood Development; AND five (5) years' work experience in a preschool setting (or Early Head Start Setting); OR New Mexico Early Childhood State Certification; however if employee substitutes education plus experience, he/she must be obtain a Bachelor's Degree in Early Childhood or related field within the first two (2) years of employment.
- Valid New Mexico driver's license with ability to meet Pueblo of Santo Domingo liability insurance requirements and maintain eligibility in order to drive tribal or personal vehicles in the performance of job duties.
- Must be fluent in English. Keres language speaker preferred.
- Must obtain a Physical Examination within 30 days of hire and pass a criminal background investigation.
- Must complete and update annually First Aide/CPR certification and Food Handlers.

### **SPECIAL REQUIREMENTS**

- Ability to respect the dignity of each family, culture, customs and beliefs.
- Ability to pass a thorough background investigation and drug test and physical exam.
- Ability to work independently and effectively manage time, set priorities and meet deadlines.
- Knowledge of child development.
- Ability to understand regulations, handbooks, and policies pursuant to Head Start Performance Standards and to meet compliance with all program, pueblo, state and federal rules, regulations, policies and procedures
- Ability to arrange personal life to meet evening and weekend demands.
- Ability to use a computer to collect, record, retrieves data and prepares reports.
- Ability to respond to and remain calm in an emergency or crisis situation.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

Ability lift 50 pounds, work up to an 8 hour day with infant, toddlers, preschoolers and get on the child's level in order to maintain adult and child interactions and address child(ren)'s physical needs, bathroom needs and positioning children with special needs under the direction of ancillary staff and/or teaching staff, and Education Coordinator.

**HOW TO APPLY:**

Please submit complete application:

- By email: SDTHumanResources@kewa-nsn.us
  - Subject line: **Head Start Teacher – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application (**available at [santodomingotribe.org/careers](http://santodomingotribe.org/careers)**)
- Resume
- Cover Letter
- Copy of BA or AA diploma
- College transcripts
- Writing Sample
- Copy of related certification(s), including CDA, First Aid, CPR, New Mexico Early Childhood State Certification