



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Head Start Substitute Teacher

SALARY RANGE: DOE

DEPARTMENT: Early Childhood Learning Center

POSITION STATUS: Full time

SUPERVISOR: Genevieve Jaramillo-Padilla

JOB POSTING ID: ECLC-0013

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:

The Head Start/Early Head Start Accommodation Substitute Teacher is responsible for working with individual(s), (one-on-one if needed), and/or small groups of children under the supervision of assigned teacher. Assists children by modeling the necessary skills to perform educational and specific behavioral plans; assist in special health care needs, and model appropriate behaviors and interactions with children, staff, parents and community. Provides and coordinates daily early childhood development services and provides a successful, safe nurturing environment and supervised educational setting for infants, toddlers, and preschoolers in accordance with Head Start Performance Standards, Federal & Tribal standards, regulations, and laws.

ESSENTIAL FUNCTIONS:

- Provides, under the supervision of assigned teacher, 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.
- Provides for the basic needs of infants/toddlers/preschoolers to include: diapering; feeding, toileting, and physical and emotional nurturing.
- Assists with the documentation of child(ren)'s daily activities (e.g. eating, toileting, behavior, activities, etc...for the purpose of completing daily logs
- Follows and participates in development of lesson plans and curriculum and incorporates parental and cultural practices.
- 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.
- Collaborates with Health & Nutrition, Mental Health and Disabilities Coordinators to provide comprehensive services to children and families.
- Schedules home visits and parent teacher conferences with assigned lead teacher to inform parents and plan for their child's progress or developmental needs.
- Assures compliance with Head Start Health and Safety Codes
- Attends trainings and additional meetings as assigned.
- Attends, plans for and participates in weekly Teacher Meetings and monthly Classroom Meetings.
- Build a collaborative partnership with parents by providing an attitude of acceptance that supports and respects each parent's gender, family culture, language, ethnicity and child rearing practices.

- Bus monitoring duties including but not limited to load/unload wheelchair bound children on and off bus.
- Maintain accurate child files to include: daily reports, monthly reports written documentation, anecdotal observations, child assessments and other related information.
- Maintain confidentiality in accordance with Early Head Start policies and procedures.
- Performs other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty:** All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to staff and students. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork:** All Santo Domingo Tribe 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:

- Minimum Child Development Associate Certification or New Mexico's State Certification in Child Development; (and/or combination of 6 months to one year applicable experience and the State's 45 Hour Certification with intention to adhere to the minimum education requirements within first 6 months of employment).
- Must obtain a Physical Examination within 30 days of hire and pass a criminal background investigation.
- May be required to repeatedly bend or stoop and lift up to 50lbs.
- Must complete and update annually First Aide/CPR certification and Food Handlers.
- Excellent oral and written communication skills to focus efforts to meet the goals and objectives of students and parents.
- 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.
- Experience with Native American culture AND Keres language preferred.
- Must satisfactorily pass a background check.
- Valid New Mexico driver's license with ability to meet Santo Domingo Tribes liability insurance requirements and maintain eligibility for insurance.

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.

HOW TO APPLY:

Please submit complete application:

- By email: SDTHumanResources@kewa-nsn.us
 - Subject line: **Head Start Substitute Teacher position – [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**)
- Resume
- Cover Letter
- College transcripts

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.

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- Santo Domingo Tribe Employment Application (**available at 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