

Human Resources Department Pueblo of Santo Domingo



JOB ANNOUNCEMENT

POSITION TITLE: CCDF Lead Teacher

SALARY RANGE: \$17-\$22/Hr

DEPARTMENT: Child Care Development Fund (CCDF)

POSITION STATUS: Exempt, Full-time

SUPERVISOR: CCDF Program Director

JOB POSTING ID: CCDF

Open until filled- For best consideration apply by 8/9/19

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:

Basic Purpose: Teacher must be well-trained, caring and responsive in order to promote a safe and healthy learning environment. Teacher is responsible for creating a safe space where children can develop and flourish. Teacher will be responsible for offering high quality child care in early learning and school-age programs and makes a positive difference in lives of the children. Overall, the teacher will impact the child's school readiness and helps to establish a foundation of social, emotional and cognitive development that carries on throughout their life. The incumbent is also responsible for working in collaboration with other CCDF staff in developing activities that are culturally relevant and appropriate. The teacher will work closely with Language Immersion Teachers and Child Care Providers. The teacher will provide quality development services for children ages 3 months to 13 years of age, in accordance with Departmental, Federal, and Tribal Standards, regulations and laws.

TYPICAL FUNCTIONS:

- Creates a schedule of activities for center-based care (Wrap-Around Services)
- Develops lesson plans and curriculum for both Wrap Around Services and In-home child care, as well as after-school programming with school-aged children
- Collaborates and communicates effectively with other Head start staff to provide effective and efficient wrap around services
- Supervises language teachers and/or teacher assistants
- Creates a schedule with providers and language teachers, to guide and facilitate curriculum/activities in homes and
- Coordinates with language teachers on various language activities and, and development of age and gender appropriate learning materials for children
- Provides guidance to language teachers on the development of learning materials. When new materials are developed, adopted, or adapted, they will be shared with other in-home childcare providers
- Teacher will assist in home visiting when necessary
- Teacher will work with provider to determine the needs of in-home care clients, children, and providers

- Promotes and enforces the health and safety standards set forth by the CCDF Final Rule and where applicable, promotes and enforces health and safety standards for center-based care
- Works with Wellness Coordinator in the creation of quality activities, such as field trips, parent engagement activities, after school activities, summer/winter camps
- Ensures that child records and forms are complete and updated as necessary
- Conducts regular parent meetings
- Maintains and accurate inventory of all CCDF equipment and supplies
- Ensures professional confidentiality with children's files and parent conference
- Encourages parent involvement in all program activities
- Attends trainings, workshops, and conferences to reflect child care plan and for professional development
- Other duties as assigned

REQUIRED COMPETENCIES

- **Integrity / Honesty**

All Santo Domingo tribe employees must work in an ethical manner by following all Santo Domingo tribe policies and procedures relating to HIPAA, handling, tracking of participants confidential records, and proper behavior between staff and clients. 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, set up 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 figure out and start 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 considering 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.

- **Teaching Others**

Incumbents in this position must be able to take responsibility for the development of individuals and groups through proper teaching, guidance and coaching techniques.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Early Childhood preferred; OR an Associate's Degree in Childhood Development; AND three (3) 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.
- Excellent oral and written communication skills
- 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 have a valid driver's license with ability to meet Pueblo of Santo Domingo liability insurance requirements and maintain eligibility for insurance.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us

o Subject line: **CCDF Lead Teacher Application – [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
- Cover Letter
- Resume