

Human Resources Department  
Pueblo of Santo Domingo



PO Box 127  
Santo Domingo Pueblo, NM 87052  
Fax: (505) 465-2043 attn: HR | SDTHumanResources@kewa-nsn.us

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**JOB ANNOUNCEMENT**

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**POSITION TITLE:** Early Head Start Home Base Teacher      **SALARY RANGE:** \$10-16/HR. (Exempt)  
**DEPARTMENT:** Early Learning Childhood Center      **POSITION STATUS:** Full-Time  
**PERIOD TO APPLY:** 9.4.20 – Until Filled  
**SUPERVISOR:** Genevieve Jaramillo-Padilla

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**BASIC PURPOSE**

The Early Head Start Home Base Teacher assists in implementing the goals, objectives, and performance standards of the Early Head Start program. The EHS Home Base Teacher provides weekly home visits to families with children ages 0 months to 36 months. Overall, the EHS Home Base Teacher provides comprehensive services and demonstrates to the parents how to use developmental learning activities with their child(ren) who are developing typically and atypically. The EHS Home Base Teacher has direct contact weekly with each family and organizes bi-weekly socialization group sessions.

**ESSENTIAL FUNCTIONS**

- Create and maintain respectful partnerships with families.
- Provide support in parent and child activities that encourages developmentally appropriate activities for the changing needs of infants and toddlers.
- Develop and utilize lesson plans which reflect both mandated elements and parental and cultural influences, and which promote the social emotional, physical, and cognitive development of Head Start children.
- Provide and schedule at least one home visit per week, per child, lasting at one and one-half hours, integrating all of the Early Head Start components into each visit that includes education, health, safety, disabilities, and family services.
- Work in partnership with parents to enhance their role as their child's primary education through regularly-scheduled home visits and group socializations activities. Emphasize the home as the primary learning environment.

- Conducts developmental screenings, assessments, and lesson planning activities
- Plan and conduct bi-weekly group socialization activities
- Maintain a caseload of 10 to 12 families.
- Identify resources that will help strengthen the family unit. Assist families in accessing resources.
- Assist parents in understanding their child's growth and development stages.
- Assist parents in developing individual goals and follow up with obtaining those goals.
- Demonstrate good health and nutrition practices for children and family members.
- Attend required meetings and trainings.
- Must have flexible schedule to accommodate family needs, may include some evening or weekend hours.
- Document daily/weekly in ChildPlus activities/lessons/home visits and critical education information.
- Submit monthly reports and maintain accurate written/electronic records including: health information, assessments, IFSP documentation, screening instruments, anecdotal observations, family contacts, summary session updates, socialization planning form including Purchase Requisitions, and other required forms.
- Perform other duties, including but not limited classroom coverage in other EHS/HS classrooms, helping in the kitchen, and other activities as assigned by Education Coordinator, and/or Leadership Team.

## **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**

- Have a current Infant/Toddler Home Visitor CDA (Child Development Associate) credential, and/or New Mexico Child Development Associate, or be eligible for the New Mexico CDA within 3 to 6 months of employment. Associate of Arts Degree in Early Childhood or closely related field preferred.
- One (1) to two (2) years work experience with infant/toddlers, social services or family support services.
- Must have knowledge of adult learning and family dynamics including knowledge of community resources and skill to link families with appropriate agencies and services.
- Must obtain a **Physical Examination within 30 days of hire** and pass a criminal background investigation.
- Must have high competence in technology for data collection. Knowledge of ChildPlus system is a plus.
- 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.
- Attentiveness to detail in paperwork, data and 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.
- Must have flexible schedule to accommodate family needs, may include some evening or weekend hours.

### **HOW TO APPLY:**

#### **Please submit complete application:**

- By email: SDTHumanResources@kewa-nsn.us
- Subject line: **Head Start Homebase 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.