

Human Resources Department

Pueblo of Santo Domingo



JOB ANNOUNCEMENT

POSITION TITLE: Head Start Lead Teacher

SALARY RANGE: \$24.04-\$28.00

DEPARTMENT: ECLC

POSITION STATUS: Full-Time

of Positions: 2

PERIOD TO APPLY: 02/05/2024-03/28/2024

FLSA STATUS: Hourly, Non-Exempt

SUPERVISOR: ECLC Director

JOB POSTING ID: ECLC-242500

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 Lead Teacher 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 other teachers for consistency in program services.

TYPICAL FUNCTIONS:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

- 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 Plan (IFSP) and Individual Education Plan (IEP).
- 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 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 mealtimes.
- Conducts monthly classroom parent meetings to discuss classroom plans, activities, and children's progress.
- Provides a monthly report to the Director or Designee.
- Perform all work activities in accordance with Santo Domingo Tribe safety policies and procedures.
- Maintain professional hygiene and appearance.
- Must be highly motivated and a self-starter.
- Attend and satisfactorily complete required training as directed by the Supervisor or the Human Resources Department.
- Ability to respect the dignity of each family, culture, customs, and beliefs.
- Ability to maintain courteous and friendly relationships with children, families, staff, and community.
- Ability to understand regulations, handbooks, and policies pursuant to Head Start Performance Standards and to meet compliance with all the program, pueblo, state and federal rules, regulations, policies, and procedures.
- Attend mandated training and meetings and seek out staff development opportunities.
- Adhere to NAEYC Code of Ethical Conduct.
- Ensures strict child, family, and staff confidentiality, following the Tribe's and SD ECLC's Code of Ethics and Confidentiality Procedures.
- Must be able to high-level critical think and problem solve to mitigate any potential programmatic issues, concerns and opportunities and can support the Vision and Mission and create systems that support the quality of the program.
- Must be highly motivated and a self-starter.
- Work independently and interdependently and maintain a schedule that supports colleagues, children, and families.
- Utilize relationship-based approach and coaching approaches in skill building with families and staff.
- Must be coachable aligned with the coaching model of ECLC.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervises the Teacher Assistant and Volunteers and is responsible in assisting the Supervisor 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 confidentiality, federal HIPAA guidelines, and proper behavior between staff, residents, parents, and vendors. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Teamwork**

All Santo Domingo Pueblo employees must be competent in working effectively with department members and members of other departments to resolve common issues or problems as well as listening to 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 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 recognizing the effort of others and praising it.

MINIMUM QUALIFICATIONS:

- Must have a bachelor's degree (BA) in early childhood, Family Studies, or a closely related field.
- Valid New Mexico driver's license with ability to meet Pueblo of Santo Domingo liability insurance requirements and maintain eligibility to drive tribal or personal vehicles in the performance of job duties.
- Must be fluent in English. Keres language speaker preferred.
- Must complete and update annually First Aide/CPR certification and Food Handlers
- Must exercise care and compassion in decision making and maintain objectivity.
- Must obtain a physical exam within 30 days of hire.
- Must be 21 years of age for insurance purposes.
- Must possess a valid driver's license.
- Must be able to satisfactorily pass a background check, fingerprint, driving report, and be insurable under the Pueblo's insurance policy.
- Covid-19 vaccination required. Reasonable accommodation considered.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- Ability to lift 50 pounds, work up to an 8-hour day with infant, toddlers, preschoolers and get on the child's level 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 supervisor.

HOW TO APPLY

Please submit a complete application packet.

- By email: HR@kewa-nsn.us
- ○Subject line: **Position Title – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 attn: Human Resources
- In person: Human Resources Department, 116 San Ildefonso 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 Pueblo Employment Application
- Cover Letter
- Resume