

Karuk

Community

Development

Corporation

Vacancy Announcement

The Karuk Community Development Corporation is now accepting applications for the position of:

Head Start Teacher
(\$12-16/hour, depending on experience)

This is a full time position working in the Happy Camp Head Start Center.

The Head Start Teacher, under the general supervision of the Deputy Director, will be responsible for meeting or exceeding Head Start Performance Standards. Provide general oversight, monitoring, and participation in classroom operations including but not limited to; planning, assessments, organization and maintaining accuracy in all paperwork related to program requirements within required timelines, provide assistance to support staff and program volunteers, and follow established procedures and assigned duties.

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ **Tribal (TERO)** and **Veteran's Preference** shall apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Individuals interested in applying for this position must submit an employment application to Sara Spence no later than 5pm, Friday, August 3, 2012.

Position Posted On: 6/5/2012 11:18 AM

POSITION DESCRIPTION

Title: Teacher

Reports To: Deputy Director

Location: Happy Camp Center

Salary: \$12.00 to \$16.00 per hour, DOE

Summary: Under the general supervision of the Deputy Director, the teacher will be responsible for meeting or exceeding Head Start Performance Standards. Provide general oversight, monitoring, and participation in classroom operations including but not limited to; planning, assessments, organization and maintaining accuracy in all paperwork related to program requirements within required timelines, provide assistance to support staff and program volunteers, and follow established procedures and assigned duties.

Classification: Full Time, Non Exempt, Non-Entry Level

Primary Responsibilities:

1. Shall conduct intake and initial assessment on child using enrollment forms within forty-five calendar days of start of school, and subsequent assessments as required by the Office of Head Start.
2. Shall create a developmentally appropriate educational plan for each child, to stimulate problem solving, encourage language acquisition, self-regulation, social, group cooperation, independence, social emotional, cognitive and physical development; making sure the curriculum is culturally appropriate and a reflection of the cultural population of the children served.
3. Shall evaluate students using assigned tools to identify children who may be at risk, in cognitive, emotional, physical, and social development, and to share the information with the parents.
4. Shall create and maintain a safe, engaging, and positive classroom environment that facilitates active learning, self-expression, and involvement of parents.
5. Shall prepare a daily, weekly/monthly lesson plan/calendar, and teachers report and submit to the Head Start Executive Director by the 5th of each month.
6. Shall seek out and provide community resources to enhance the daily program operation and make information accessible to the parents.

7. Shall conduct developmental screening of children using approved tools within the required timeframe.
8. Shall provide supervision in the classroom, bathroom, and playground, insuring that all children are safe and in the teacher's line of sight at all times.
9. Shall develop and carry out an emergency plan for emergencies (i.e. fire drills, bus evacuation, earthquakes or other natural disasters) with the administrative team.
10. Shall conduct a minimum of two (2) parent contacts per school year and two (2) parent conferences.
11. Shall report suspicions of physical, social and emotional abuse, or neglect of children to the appropriate agency.
12. Shall attend workshops, trainings, and conferences and be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
13. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Nutrition:

1. Shall be responsible for planning and implementing nutrition education activities with the Nutrition Coordinator/cook.
2. Shall provide oversight of/and supervision for meal times, and tooth brushing.
3. Shall be responsible for providing nutritional education and information to the parents and community.

Administration:

1. Shall integrate and implement health related activities, nutrition education, and parent involvement in the daily program activities.
2. Shall work with the center parent committee representative to support practical communication to parents.
3. Shall be responsible for all monthly paperwork and submitted in the required time frame to the Head Start Executive Director, Deputy Director.
4. Shall meet with teaching staff on a weekly basis to plan activities.

Qualifications:

1. Must have the ability to work effectively with Native American people in culturally diverse environments and knowledge of the Karuk culture.
2. Must have time management skills and work effectively under stressful conditions with an even temperament.

3. Must have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Must have the ability to understand and follow oral and written instructions.
5. Must possess a depth of knowledge of the practices, principles, and objectives of the Head Start program or best practice in early childhood development.
6. Must have the ability to plan and implement program activities, promote parent involvement, speak and write effectively, maintain records, assessments, and prepare parent conference reports, and maintain cooperative working relationships. Must have knowledge of computer and data entry skills.
7. Have the ability to read, write, and perform mathematical calculations.

Requirements:

1. Must be working towards an AA in Early Childhood Education with 24 ECE units completed by October 2013. BA/AA in Early Childhood Education preferred.
2. Two (2) years experience teaching Head Start or preschool children including three (3) years as a volunteer or teacher's aide.
3. Must obtain a First Aid and Child CPR Certification within three months of hire, and recertification to remain current.
4. Must possess valid driver's license, good driving record, and be insurable by KCDC's carrier.
5. Must adhere to the Karuk Tribe personnel policies and sign the Karuk Tribal Head Start Employee Conduct and Confidentiality Statement.
6. Must submit to a TB test annually and medical examination once every two (2) years.
7. Must successfully pass a pre-employment drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Policy Council/ KCDC Board Approved: August 2010

Chairman's Signature: _____

Employee's Signature: _____