

**The Confederated Tribes of the  
Grand Ronde Community of Oregon**

Job Title: Early Head Start Teacher

Dept: Early Childhood Education

Reports to: Early Childhood Education Program Manager

Grade: 9

Average hours per week: 40

FLSA status: Nonexempt

### **Job Summary**

Creates a successful environment that will promote the physical, social, emotional, cognitive and language development for 2 year old children. Provide early opportunities for toddlers to grow and develop in warm nurturing, and inclusive environment. ***This position is a two-year limited term appointment and subject to continued grant funding.***

### **Essential Functions**

Provides a balanced daily program of child initiated and adult directed activities

1. Provides an environment of acceptance that supports and respects gender, culture, language, ethnicity and family composition.
2. Supplies a variety of materials and planned activities designed to encourage individual and group play.
3. Observes children carefully to identify their preferred ways of interacting with the environment, taking into account their skills in handling objects and materials, frequency of conversation, interest of listening to stories and songs, and preference to work alone or with others.
4. Provides an atmosphere that promotes and reinforces parental involvement in the classroom.
5. Conferences with parents and staff regarding each child's developmental and educational status and progress.
6. Participate in weekly staff meetings.
7. Reports child abuse/neglect to proper authorities as required.
8. Establishes appropriate safety and emergency procedures and conducts drills on a regular basis.

Assures that all Early Head Start Performance Standards are met

1. Implements curriculum that is developmentally appropriate with parental involvement and Policy Council approval.
2. Integrates all educational aspects of the health, nutrition and mental health services into the program.
3. Shares information regarding a child's progress with team members and gathers information on home issues and concerns.
4. Plans and arranges field trips.
5. Conducts monthly parent meetings and assists in parent training.
6. Works with appropriate tribal programs and community resources to identify and address program services requirements.
7. Provides appropriate environment and adult guidance for participation of children with special needs/disabilities.
8. Works with appropriate agencies in developing Individual Family Service Plans

(IFSP).

9. Adapts curriculum to address and meet individual goals for children as identified in the IFSP.
10. Maintains the established monitoring system that assures compliance with performance standards and program goals.
11. Provides continuous opportunities for children of all ages and abilities to experience success.
12. Abides by and is familiar with all preschool policies.
13. Participates in regular training programs and conferences.
14. Maintains current knowledge and skills necessary to comply with Head Start regulations and requirements.

### **Additional Functions**

1. Assists in inventory and ordering of site equipment and materials.
2. Performs a variety of other duties as assigned by supervisor.

### **Qualifications**

1. Requires an associate, baccalaureate, or advanced degree in early childhood education; or an associate, baccalaureate, or advanced degree in a field related to early childhood education with experience in teaching preschool children.
2. Requires three (3) years of related work experience.
3. Demonstrated ability to plan and implement learning experiences that advance the intellectual and physical development of children, including improving the readiness of children for school by developing their literacy and phonemic, print and numeracy awareness, their understanding and use of language, their understanding and use of increasingly complex and varied vocabulary, their appreciation of books, and their problem solving abilities.
4. Establishing and maintaining a safe, healthy learning environment.
5. Supporting the social and emotional development of children.
6. Encouraging the involvement of the families of the children in the Head Start-Preschool program supporting the development of relationships between children and their families.
7. Must have excellent communication skills, and listening skills.
8. Must have a working knowledge of Head Start components.
9. Requires TB and Hep B vaccinations and a physical every three years.
10. First Aid certification required.
11. Food handler's card required.

### **Typical Physical Requirements and Environmental Conditions**

#### Physical Requirements

1. Continually requires the ability to express or receive detailed information or important instructions through oral communication.
2. Continually requires color identification, close vision, far vision, and depth perception.
3. Often requires walking or moving about to accomplish tasks.
4. Occasionally requires bending, stooping, kneeling or crouching.

5. Occasionally requires twisting body.
6. Occasionally requires standing and/or sitting for sustained periods of time.
7. Occasionally involves light work: lifting and carrying objects weighing up to 14 pounds.
8. Occasionally requires reaching and raising objects from a lower to a higher position or moving objects horizontally.
9. Occasionally requires working with fingers rather than the whole hand or arm.
10. Occasionally requires repetitive movement of the wrists, hands and/or fingers.

### Environmental Conditions

The worker is frequently subject to classroom noise. The worker is frequently subject to inside environmental conditions, which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

### **Attendance**

Required to comply with company attendance standards to fulfill essential functions.

### **Safety**

1. Supports a safe work environment by performing all duties in accordance with Tribal safety policies and procedures. This includes, but is not limited to: reporting all incidents and accidents to your supervisor timely (within 24 hours); maintaining work areas in a safe and healthful manner; reporting and correcting any unsafe working conditions; operating vehicles in a safe and lawful manner while conducting Tribal business; providing input and assistance to reduce or eliminate workplace hazards; actively supporting ongoing safety efforts, including recommendations of the safety committee.
2. Due to the nature of interactions with other employees and the public we serve, employees may be required to provide documentation of, or receive, certain health vaccinations.

### **Drivers License & Insurance Requirement**

Must maintain a valid Oregon driver's license or obtain one upon hire, qualify for the Tribe's vehicle insurance, and provide proof of personal vehicle insurance.

### **Background Check**

Candidates for this position may be subject to criminal, credit and character background checks and fingerprinting.

### **Travel Requirements**

Travel locally, within and outside of the state is infrequently required.

## **Disclaimer**

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and /or skills required of all personnel so classified.