

CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
P.O. BOX 638 PENDLETON, OR 97801
(541) 276-3570 – (541) 276-9060
www.umatilla.nsn.us



JOB DESCRIPTION AND ANNOUNCEMENT

TITLE: Teacher II (Lead)

LOCATION: Cay-Uma-Wa Education Center

SALARY: Depends on Qualifications
Range (4-6 to 4-10)
(\$10.74-\$16.66 hourly)

EMPLOYMENT STATUS: Part-time, August through mid-June,
Monday through Friday, 7.5 hours per
day, with a one hour lunch break. *Covered
Status and Safety Sensitive*

SUPERVISED BY: Child Development Services Coordinator

SUPERVISION EXERCISED: None

OPENING DATE: January 21, 2010

CLOSING DATE: Open Until Filled (w/first screening January
27, 2010)

GENERAL STATEMENT OF DUTIES:

Create and supervise a positive learning environment that is consistent with the Head Start Performance Standards. Ensure implementation of the program curriculum. Incorporate a team approach in writing and implementing lesson plans. Supervise classroom staff. Ensure a continuous flow of information between staff and parents.

Ensure complete record keeping and recording as it pertains to the classroom. Keep management staff aware of information on children and families pertinent to their content area.

EXAMPLE OF DUTIES AND RESPONSIBILITIES: The primary responsibility of this position is to ensure that children's learning experience at Cay Uma Wa Head Start fully meets the program description in Head Start Performance Standards, especially part 1304.21.

Classroom Time (Approximately 65-70%)

1. Organize and maintain an orderly, safe, enjoyable learning environment.
2. Implement program curriculum.
3. Provide learning experiences that are developmentally, culturally and linguistically appropriate for each child, including children with disabilities.
4. Provide an environment that respects gender, ethnicity and family composition of all program staff and participants.
5. Provide a balance program that includes both child initiated and adult directed activities in small group, large group and individual settings, both indoors and outdoors.
6. Provide a variety of learning experiences and incorporate a variety of learning materials to support children's natural curiosity and learning.
7. Nurture each child's self-esteem by respecting their individuality and providing development range of activities ensuring the success of all children.
8. Encourage children toward self-sufficiency by allowing them to perform all tasks of which they are capable.
9. Encourage children's development of self-control by setting clear and consistent limits and having realistic expectations.
10. Nurture children's sense of safety and well being by respecting and responding appropriately to their emotions and the emotions of staff and volunteers.
11. Involve parents in the planning of their child's individual learning activities, including weekly lesson plans, and other classroom activities and special events.
12. Plan for routines and transitions that are timely, predictable and unhurried.
13. Provide learning activities which support children's learning in all areas, including culture, creative self-expression, language acquisition, literacy,

- numeracy, fine and gross motor development, concepts, reasoning, problem solving and decision making.
14. Assist in integrating all program service areas into learning activities, including health, nutrition and mental health.
 15. Assist with child screening and ongoing assessment, making referrals to appropriate management staff when indicated.
 16. Collaborate with management staff to ensure Head Start program standards are met or exceeded in the classroom.

Supervision (Approximately 15%)

17. Supervise classroom staff in performing duties listed on their job description, involving them in all aspects of classroom planning.
18. Perform yearly job performance evaluations on classroom teaching staff.
19. Model appropriate teaching strategies and techniques for program staff and volunteers and provide positive instruction when needed to improve their teaching skills.

Bus Monitor (Approximately 5%)

20. Monitor and manage behavior of children during transportation.
21. Secure children in age/weight appropriate restraints.
22. Communication with families, including mail, sign-off to authorized adults, cell phones, etc.
23. Assist in emergency evacuation.

Written Documentation & Misc. (Approximately 20%)

24. Organize and implement an efficient classroom record keeping system that ensures accurate daily attendance records and health assessments are documented and recorded for each child and classroom staff member.
25. Ensure and document communication with parent(s) of children through home visits and parent conferences as outlined in Performance Standards, and through other means of daily and weekly communication such as emails, memos, newsletters, telephone calls and impromptu visits.
26. Assist management staff in developing classroom policies and procedures consistent with Head Start Performance Standards and ensure adherence to such policies and procedures in the classroom.

27. Assist with inputting classroom records on Head Start Family Information System.
28. Assist with program reports as requested.

GENERAL STATEMENTS OF DUTIES:

1. Be familiar with and follow all Tribal and Head Start personnel policies.
2. Abide by the Head Start Code of Conduct.
3. Read, sign and abide by Head Start Confidentiality Policy.
4. Participate in staff meetings, conferences, workshops and training sessions as assigned – may include evening and weekend hours.
5. Promote positive parent and community involvement in Head Start
6. Keep current and accurate documentation of activities and information as needed for record keeping and report purposes.
7. Develop and pursue a personal training and professional development plan.
8. Any other duties assigned by Head Start Program Manager.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate he/she does meet all of the following minimum qualifications).

1. A.A. or equivalent in Early Childhood Education or related field.
2. At least one year of experience working with pre-school aged children in a classroom setting.
3. Possess knowledge of child development.
4. Possess the ability to communicate child development principles written and orally.
5. Demonstrate ability to supervise pre-school children, classroom staff and ensure a safe learning environment including the ability to monitor and respond to events going on at all times in classroom, outdoor play areas and on field trips.
6. Good oral and written communication skills.

7. Must maintain positive relationships with staff, children, parents and community members.
8. Must have the ability to establish and maintain professional boundaries with families.
9. Possess keyboarding skills as well as be computer literate; be familiar with various programs such as excel, word, outlook and internet.
10. Must possess ability to work independently, establish priorities and accomplish tasks in a timely and accurate manner.
11. Ability to supervise classroom assistants, including performing performance evaluations.
12. Ability to write program and individual educational goals and objectives for staff and preschool children.
13. Familiarity with ethnic background and heritage of families in program.
14. Possess current pediatric First Aid/CPR certification and basic Food Handlers card or be willing to obtain them within 30 days of employment.
15. Pass criminal history check.
16. Be in good physical health, documented by yearly health examination.
17. Be current on immunizations and pass T.B. screening.
18. Must possess current Oregon Drivers License and meet Tribal insurance requirements.

PREFERRED QUALIFICATIONS

1. Current or former parent of Head Start child. (Head Start Performance Standard 1304.52.b.3)
2. Experience working in a tribal government setting.

PHYSICAL DEMANDS:

Working with children ages 3-5

- Applicants must be able to stand for long periods of time.
- Applicants must be able to sit at low tables and on child-sized chairs.
- Applicants must be able to easily get up and down off the floor.
- Applicants must be able to bend and stand repeatedly.

- Applicants must be able to perform routine cleaning such as sweeping, vacuuming and mopping floors and use sanitizing agents.
- Applicants must have the ability to drive agency vehicles.
- Applicants must have the ability to tolerate a variety of weather conditions.
- Applicants must be able to set up a classroom involving moving chairs, tables, book shelves and other furniture.
- Applicants must be able to lift and/or move heavy objects or children up to 60 pounds.
- Applicants must be able to take long walks on varied terrain.
- Applicants must be able to walk quickly or run short distances.
- Applicants must be able to interact with children in large motor activities such as throwing balls, pushing swings and skipping/jumping.

SELECTION PROCESS:

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to the position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to the position will be considered qualified to compete for the position and eligible for an interview.

The Confederated Tribes of the Umatilla Indian Reservation reserves the right to make selection of new employees based on *Umatilla Tribal Preference and Indian preference*.

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All Tribal employees are subject to random Alcohol and Drug testing pursuant to the CTUIR Personnel Policies and Procedures Manual.

HIRING PREFERENCES:

The Confederated Tribes of the Umatilla Indian Reservation reserves the right to make selection of new employees based upon the following Personnel Policy and Procedure adopted by the Board of Trustees:

SECTION 3.02 EMPLOYMENT PREFERENCES

A. Policy. The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.

2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.

3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.07.

4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex or national origin.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All tribal employees are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

PRE EXISTING CONDITION:

Pursuant to the Tribal Workers' Benefit Code, Section 4.02A. "All workers are required to disclose any pre-existing physical or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work."

Failure to disclose any pre-existing condition may result in a restriction or forfeiture of benefits under the Tribal Workers' Benefit Code.

APPLICATION DEADLINE:

Complete Tribal employment applicants will be accepted until position is filled or with first screening Wednesday, January 27, 2010 or postmarked by that date. *Only those Tribal employment application Packets which are complete will be considered.* Employment application packets received after the closing deadline will not be considered.

REQUIRED EMPLOYMENT APPLICATION PACKET:

1. **Tribal Employment Application.**
2. **Cover Letter**, explaining your qualifications and experience relevant to the functions of this position.
3. **Personal Resume**, identifying your qualifications and experience relevant to the functions of the position.

4. **Sensitive Supplement Form.**
5. Tribal and Indian preference must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
6. Veterans Preference must provide proof of honorable service and discharge or completed Form DD214.
7. **Copy** of Official College transcripts

APPLICANT RESPONSIBILITY:

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
 ATTN: Julia E. Withers-Lyons, Human Resources Manager
 P.O. Box 638
 Pendleton, OR 97801
 Phone (541) 276-3570 or Fax (541) 276-9060

To be considered, application packets must be received by mail or faxed. No e-mail application packets will be accepted.

Approved by: Julia E. Withers-Lyons, Human Resources Manager **Date**

I have read above position description and understand the requirements of the position for which I am applying. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Review and Acknowledgement: Date