

THE NAVAJO NATION  
Department of Personnel Management  
**JOB VACANCY ANNOUNCEMENT**

**Requisition No:** DOE7472239

**POSITION NO:** 945919

**CLASS CODE:** 3640

**Date Posted:** 08/02/10

**Closing Date:** 09/13/10

**POSITION TITLE:** Head Start Teacher\*\*

**DEPARTMENT NAME:** Navajo Head Start

**DEPARTMENT NO:** 747 **WORKSITE LOCATION:** St. Michaels, Arizona

**WORK DAYS/HOURS:** \_\_\_\_\_ **POSITION TYPE:** \_\_\_\_\_ **GRADE:** P610A

**Days:** Monday-Friday **Permanent:** X **SALARY:** \_\_\_\_\_

**Hours:** 40 Hours/Week **Temporary:** \_\_\_\_\_ **Duration:** \_\_\_\_\_ \$ \_\_\_\_\_ **Per Annum**

**Part-Time:** \_\_\_\_\_ **No. of Hrs./Work:** 40 \$ 14.06 **Per Hour**

**DUTIES AND RESPONSIBILITIES:** Supervises the daily activities of the Head Start center to ensure compliance with the applicable laws, rules, regulation, policies and procedures; maintains a classroom environment conducive to age appropriate learning; determines goals and objectives based on Navajo Nation Head Start Philosophy; visits the home of community members to explain the program's purpose and to recruit children; maintains an accurate inventory of classroom equipment and supplies; works with parents to identify strengths and needs of children; maintains up-to-date records concerning the growth, health, behavior and developmental progress of each child, implements plans for each child by identifying developmental and culturally appropriate activities and materials for each day; coordinates program plans with Head Start center staff and parents; initiates parent involvement in the community by planning and conducting field trip activities, and recruiting volunteers; make or obtain materials equipment appropriate to the developmental needs of the children; conduct parent and teacher conferences; evaluates performance and feedback to employees; coordinate with various resource programs based on the needs of children; prepares monthly and required reports; attends various meetings, conducts fire evacuation drills and performs other duties assigned.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate Degree in Early Childhood Education; or an Associate Degree in a related field and coursework equivalent to a major relating to Early Childhood Education; and one (1) year experience teaching preschool age children.

*(To receive full credit for education/training, applicant must submit copies of transcripts, degree, diploma, certificates, permits, etc.)*

**License/Certification Requirements:**

Must pass a criminal background investigation (fingerprinting and assessment) and a physical examination with tuberculosis (TB) clearance prior to employment; and must possess a valid State Drivers' License, Within 90 days of employment must obtain a First Aid Certificate, Cardiopulmonary Resuscitation (CPR) Certificate, Food Handlers Permit, and a Navajo Nation Vehicle Operators Permit.

**Special Knowledge, Skills and Abilities:**

Knowledge of the developmental growth of children and educational activities; classroom management; food service operations; knowledge of the Navajo Culture and Traditions. Ability to plan, organize, and coordinate the work of Head Start center staff and volunteers; ability to work extensive and flexible work hours; understand and communicate in the Navajo and English languages. Work requires lifting up to 50 pounds, bending, stooping, sitting on the floor and participating in children's activities. exposure to children; and diseases; minor exposure to chemicals and cleaning supplies.

**\*\*UNION POSITION**

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**