

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE8534008

Date Posted: 08/16/11

POSITION NO: 945132

Closing Date: 08/29/11

CLASS CODE: 3640

POSITION TITLE: Head Start Teacher **

DEPARTMENT NAME: NAVAJO HEAD START - Tuba City Agency

DEPARTMENT NO: 853 WORKSITE LOCATION: LeChee, Arizona

WORK DAYS/HOURS: POSITION TYPE: GRADE: V60A

Days: M - F

Permanent:

SALARY:

Hours: 8 am - 5 pm

Temporary:

Duration: 9 months \$ _____ Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 13.59 Per Hour

DUTIES AND RESPONSIBILITIES:

Serves as lead Teacher charged with full supervisory responsibility in managing the daily operation of assigned Head Start center; oversees support and volunteer staff engaged in providing early childhood development services to children three to five years of age; coordinates and supervises the daily activities of assigned center including development of program goals and objectives; maintains classroom environment conducive to age appropriate learning and care; assigns and reviews work of staff upon completion; provides instruction on safety and health regulations and procedures; maintains inventory of classroom supplies, equipment and materials; obtains materials and resources for classroom projects; develops and implements lesson plans according to federal guidelines; teaches children according to planned daily curriculum; develop activities for children to stimulate their emotional, intellectual, physical and social growth; provides one-on-one instruction for those needing additional assistance and to mainstream special needs children; ensures that developmentally appropriate practice is implemented in the classroom and in outdoor play activities.

MINIMUM QUALIFICATIONS:

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 diploma, degrees, transcripts, certificates, etc.)

KNOWLEDGE AND SKILLS:

Knowledge of federal, state and Navajo Nation regulations, policies and procedures related to preschool instruction and Head Start programs; knowledge of early childhood teaching methods and practices; knowledge of Navajo culture and its influence on the daily lives of children and families; knowledge of maintaining a clean safe educational environment; skill in planning and providing educational activities to children three to five years old; skill in working with parents, guardians, and volunteers in providing and meeting children's needs; skill in overseeing, monitoring and directing staff in providing services to children.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work requires lifting up to 50 pounds, bending, stooping, sitting on the floor and participating in children's activities; exposure to children and their diseases; exposure to chemicals and cleaning supplies

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 driver's license. Within 90 days of employment must obtain a First Aid Certificate, Cardiopulmonary Resuscitation (CPR) Certificate, Food Handler's Permit, and a Navajo Nation Vehicle Operator's Permit. Some positions may require a Commercial Driver's License (CDL).

**** UNION POSITION**

VETERANS' PREFERENCE APPLIES

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

Revised: 5-20-2009