

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

Requisition No: DOE8604065  
POSITION NO: 945165  
CLASS CODE: 3640

Date Posted: 09/12/11  
Closing Date: 09/23/11

POSITION TITLE: Head Start Teacher \*\*  
DEPARTMENT NAME: NAVAJO HEAD START - Tuba City Agency  
DEPARTMENT NO: 860 WORKSITE LOCATION: Tuba City, Arizona  
WORK DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: V61A  
Days: M - F Permanent:  SALARY: \_\_\_\_\_  
Hours: 8 am - 5 pm Temporary:  Duration: 9 months \$ \_\_\_\_\_ Per Annum  
Part-Time:  No. of Hrs/Wk: 40 \$ 14.83 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*