

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE81814679

DATE POSTED: 11/20/17

POSITION NO: 944454

CLOSING DATE: OUF

POSITION TITLE: Early Head Start Teacher

DEPARTMENT NAME / WORKSITE: DODE/Navajo Head Start - Hogback, NM

WORK DAYS: _____ REGULAR FULL TIME: GRADE/STEP: AL60A

WORK HOURS: _____ PART TIME: NO. OF HRS./WK.: _____ \$ 31,304.00 PER ANNUM

SEASONAL: DURATION : _____ \$ 15.05 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Organizes, supervises, and monitors the daily activities of the Early Head Start Center that stimulates the child's physical, emotional, intellectual and social growth; ensures compliance with performance standards and applicable laws, rules, regulations, policies and procedures; meets the needs of all children, including those who are at risk, those with special needs, those who are gifted, and those who are culturally diverse; assists with the children's needs in their daily routine, which may include diapering, feeding, exercising and basic skills reviews, etc.; determines level of care based on degree of disability of the child and develops family service plan accordingly.

Ensures that Developmentally Appropriate Practice is implemented in the classroom and the outdoor play activities; participates in the development of program goals and objectives; provides an atmosphere that promotes and reinforces parental involvement in the classroom; maintains classroom environment conducive to age appropriate learning and care; provides families with information concerning local/community resources and advocacy services available; assigns and reviews work of assigned staff; recommends selection, conducts employee evaluations and takes appropriate action when necessary; disciplines and terminates employees according to established policies and procedures.

Provides technical assistance, guidance and training to assigned staff; develops and follows up on staff improvement plans; supervises and actively participates in recruitment and enrollment of eligible children; observes and participates in home visits; develops and maintains partnerships with families and community resources; serves as a liaison between parents and the Early Head Start program; prepares reports including but not limited to attendance, health checks and enrollment; maintains accurate written records and strict confidentiality of records; conducts staff meetings and parent/teacher conferences; attends meetings and trainings.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years of experience in a head start, pre-school or structures child care.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

<<A favorable background investigation>>

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of Head Start Performance Standards, Navajo Nation, federal, state and local laws relative to position responsibilities; child development, as applicable to the age of children to be served, in all domains represented on the Head Start Child Development and Early Learning Framework; educational concepts principles, theories and applications; early childhood assessment and educational activities based on current and relevant research; health and safety practices applicable to the age of children to be served. Ability to nurture, motivate, teach and influence children 3 to 5 years of age; work extended and flexible work hours; understand and communicate in the Navajo and English language.

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