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

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| REQUISITION NO: | **DODE79712886** | DATE POSTED: | **11/23/16** |
| POSITION NO: | **945240** | CLOSING DATE: | **12/08/16** |
| POSITION TITLE: | **Head Start Classroom Teacher (S)** | | |
| DEPARTMENT NAME / WORKSITE: | **DODE/Navajo Head Start - Church Rock, NM** | | |

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| WORK DAYS: | Monday - Friday | REGULAR FULL TIME: | ☐ | | | GRADE/STEP: | AD64A |
| WORK HOURS: | 40 hrs/Week | PART TIME: | ☐ | NO. OF HRS./WK.: | | $ 30,162.40 | PER ANNUM |
| | | SEASONAL: | ☑ | DURATION : | | $ 20.38 | PER HOUR |
| | | TEMPORARY: | ☐ | | | | |

**DUTIES AND RESPONSIBILITIES:**

Works as part of the education content area team and is responsible for the education and early childhood developmental services as mandated by the Head Start Performance Standards; plans, organizes and implements developmentally appropriate practices based on the individual and collective developmental abilities and potential of enrolled children; develops and implements lesson plans that are consistent with program curriculum and guidelines; supervises, guides and models appropriate behavior and teaching techniques for teaching staff, parents and volunteers; conducts ongoing assessment of each child; maintains assessment information noting child's progress; conducts home visits, parent/teacher conference to facilitate and exchange information about the child, inclusive of setting and reviewing goals parents have for their child; implements behavior plans; maintains discipline and supervision of children; protects children from physical punishment or verbal abuse and immediately reports such incidents; observes children to detect signs of illness, injury, emotional disturbance, learning disorders or other special needs and for any suspected or disclosed signs on child abuse or neglect and reports them immediately; provides a model for good nutritional habits; works cooperatively with paraprofessionals, school readiness coach and family advocate to involve children and to encourage the active participation of parents; recruits volunteers; collaborates with special services providers to ensure integrated provisions for special services for children in need; attends meetings with staff; maintains inventory of classroom materials and supplies; maintains confidentiality of all personnel information, child and family records, related communication and report; prepares required reports.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's or advanced degree and coursework equivalent to a major relating to Early Childhood Education; and one (1) year of classroom experience teaching preschool-age and/or infant/toddler-age children.

**Special Requirements:**

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

***(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. Skill in: applying early childhood developmentally appropriate practices; being responsive to children's developmental needs; analyzing data and drawing valid and reliable conclusions; exercising professional judgment; applying problem solving strategies; working with parents to develop individually and developmentally appropriate goals for each child.

**Incumbent must abide by program standards of conduct.**

***<<A favorable background investigation is required>>***

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