

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE8192247
POSITION NO: 945671
CLASS CODE: 3640

Date Posted: 08/02/10
Closing Date: 09/13/10

POSITION TITLE Head Start Teacher**

DEPARTMENT NAME: Navajo Head Start / Shiprock Agency

DEPARTMENT NO: 819 WORKSITE LOCATION: Nageezi Center I - Nageezi, New Mexico

WORKS DAYS/HOURS: POSITION TYPE: GRADE: P610A

Days Mon-Fri

Permanent:

SALARY:

Hours: 8am-4pm

Temporary:

Duration: _____

\$ _____ Per Annum

Part-Time:

No. of Hrs/Wk: 40

\$ 14.06 Per Hour

DUTIES AND RESPONSIBILITIES:

Performs work of moderate difficulty, serves as a lead teacher charged w/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 3-5 yrs. Coordinates, supervises the daily activities of the head start center, maintains classroom environment conducive to age appropriate learning and care. Ensures all staff have current certifications, maintains inventory of classroom supplies, develops lesson plans according to federal guidelines, teaches children according to planned daily curriculum. Coordinates health checks and conducts follow up with parents/family and conducts home visits to explain purpose of program, provide appropriate training and update on center/classroom operation and child's progress and needs. Plans and conducts field trip activities, supervises and actively participates in recruitment and enrollment of eligible children. Conducts staff meetings and parent/teacher conferences, prepares required reports and attends trainings, meetings and orientations.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associates degree in Early Childhood Education; **or** an Associates 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, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of federal, state, and Navajo Nation rules, regulations, policies and procedures related to preschool instruction and Head Start Program. Knowledge of early childhood teaching methods and practices, maintain a safe educational environment, food preparation and nutrition, operation of transportation vehicles, health screening methods, and practices. Skill in planning and providing educational activities to children ages 3 to 5 years, working with parents, grandparents and volunteers in providing and meeting children's needs. Skill in overseeing, monitoring, and directing staff in providing services to children.

License/Certification Requirements:

Must pass a criminal background check, (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, 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.

****UNION POSITION**

VETERANS' PREFERENCE APPLIES

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