

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE8244356
POSITION NO: 945036
CLASS CODE: 3640

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

POSITION TITLE: HEAD START TEACHER *
DEPARTMENT NAME: Department of Early Childhood Development/Shiprock Agency
DEPARTMENT NO: 824 WORKSITE LOCATION: Shiprock, NM
WORKS DAYS/HOURS: POSITION TYPE: GRADE: V61A
Days: Mon-Fri Permanent: SALARY:
Hours: 7am-3pm Temporary: Duration: \$ _____ Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ 14.83 Per Hour

DUTIES AND RESPONSIBILITIES:

Supervises daily activity of Head Start center to ensure compliance w/applicable laws, rules, regulations, policies & procedures; maintains a classroom environment conducive to age appropriate learning; make home visits to community to explain program purpose and recruit children; maintains accurate inventory of classroom equipment/supplies; works w/parents to identify strength and needs of children; maintains up-to-date records concerning growth, health, behavior & developmental progress of each child and implements plans accordingly; coordinates program plans with head start staff and parents; initiates parent involvement by planning field trip activities; and recruiting volunteers; conduct staff meetings; gives assistance and guidance to staff; monitors food service operation; conduct parent/teacher conferences; evaluates performance and feedback to employees; coordinates w/various programs based on the needs of children; prepare monthly and other required reports; attends various meetings; and performs other duties as assigned or required.

QUALIFICATION REQUIREMENTS:

Education, Training, and Experience:

1. An Associates degree in Early Childhood Education; or
2. an Associates degree in a related field and coursework equivalent to a major relating to Early Childhood Education; and
2. one (1) year of experience teaching preschool-age children.

(TO RECEIVE FULL CREDIT FOR EDUCATION AND EXPERIENCE, APPLICANT MUST SUBMIT COPIES OF COLLEGE TRANSCRIPTS, DEGREE, DIPLOMAS, CERTIFICATES, CDL LICENSE, 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 employee assessment prior to employment; and must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a First Aide 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.

UNION POSITION *

VETERAN'S PREFERENCE APPLIES

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

Revised: 1-15-99