

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE7188056

Date Posted: 08/04/08

POSITION NO: 943685

Closing Date: OUF

CLASS CODE: 3655

POSITION TITLE: EARLY HEAD START TEACHER ***

DEPARTMENT NAME: OFFICE OF EARLY CHILDHOOD DEVELOPMENT - EARLY HEAD START

DEPARTMENT NO: 718 WORKSITE LOCATION: Tsaile, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N600A

Days: Monday thru Friday

Permanent:

SALARY:

Hours: 7:30am - 3:30pm

Temporary:

Duration: _____ \$ _____ Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 12.51 Per Hour

DUTIES AND RESPONSIBILITIES:

Attend to children's basic needs and organizes activities that stimulate the child's physical, emotional, intellectual, and social growth. This includes helping children explore their interests, develop their talents and independence, build self-esteem, and learn how to behave with others through a services of child development activities.

Assists special needs children in their daily routine, which may include diapering, feeding, exercising, and basic skills review, etc. The level of care is contingent on the degree of disability of the child and the individual family service plan determined for the child. Ensures that Developmentally Appropriate Practices (DAP) implemented with classroom and outdoor play activities.

Works cooperatively with center staff to clean and maintain the physical environment indoor and outdoor. Ensure compliance with all performance standards, including but not limited to: Early Head Start program standards, parent involvement, health and safety, Office of Environmental Health licensing requirement, average daily attendance, legal and liability issues, federal, state, and Navajo Nation laws, rules and regulations.

Maintain strict confidentiality of all program records. Ensures parent involvement activities -at the site, such as parent meetings, consistent circulation of information specifically for parents, providing families with information concerning local resources and advocacy services available.

Supervises and participates in the annual recruitment and enrollment of eligible Head Start children. Observes and participates in a minimum of one home visit per teaching team per year.

Develops and maintains partnerships with families and community resources by serving as a liaison between parents and the Early Head Start program. Scheduling and overseeing work assignments, staffing, events, meetings, referrals, individual education plan (IEP), and transition of children from Early Head Start.

Meets regularly with immediate supervisor and attends meeting and training sessions as requested. Completes required reports, documentation logs and database, including but not limited to attendance, daily health checks, and enrollment data Reports all building maintenance issues including general maintenance and conducts follow-up with Chapters for completion. Manages and disseminates program information to staff. Conveys local information to the appropriate service area staff.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Special Knowledge, Skills and Abilities:

Knowledge and skilled in business practices, procedures and office management, and familiar with the Head Start Performance Standards; CFR 45 1301 - 1311; knowledge of modern principles, budgeting and purchasing procedures; knowledge of early childhood development stages; and knowledge of the Navajo culture and language.

License/Certification Requirements:

Must possess a valid state driver's license. Within 90 days of employment must pass a criminal background check, finger printing, and a physical examination and obtain a Pediatric Cardiopulmonary Resuscitation (CPR) and First Aid Certificate, and a Navajo Nation's Vehicle Operator's Permit. Within one (1) year of employment must obtain an Infant and Toddler Child Development (CDA) credential. Additional licenses or certificates may be required.

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: 1-15-99