



# QUECHAN INDIAN TRIBE

## *Fort Yuma Indian Reservation*

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 572-2961

## **POSITION DESCRIPTION**

**Position:** Head Start Teacher

**Salary:** \$17.00 per hour Non-Exempt

**Work Year:** 10.5 month/35 hours per week

**Opening:** Monday, February 27, 2023

**Closing:** Open Until Filled

### **BASIC FUNCTION:**

This position works under the direct supervision of the Education Mentor Coach. The Teacher is responsible for planning, promoting, providing and documenting a safe, healthy learning environment that meets Head Start Performance Standards with developmentally age-appropriate educational experiences and individualized goals for Quechan Head Start children. Supervises Teacher Assistant and Part-Time Aides.

### **DUTIES AND RESPONSIBILITIES:**

- Responsible for making sure that daily lessons are planned, prepared and implemented in accordance with the Head Start Performance Standards objectives.
- Responsible for the constant, overall supervision and bus monitoring of children during Head Start sessions and services. This includes classroom time, indoor/outdoor play, meal times, in lavatories and when other activities occur.
- Provide an Individualized Learning Plan (ILP) to each enrollee with parental involvement and coordinated with small group activities in the classroom.
- Responsible for ensuring an appropriate classroom arrangement that is attractively set up clean and neatly organized.
- Will provide a safe and healthy environment for enrolled children.
- Responsible for completing pre, mid and post developmental assessments annually for each child. Will be responsible for submitting monthly progress reports for each child to the Education Mentor Coach. These reports shall be written and include daily anecdotal notes, and shall summarize comprehensive details for each child's progress and delays.
- Responsible for training and support to Teacher Assistants and part-time Aides in specific teaching methods, child development concepts and activities, to include discipline and guidance. This will include preparing and providing a teaching practicum to the Teacher Assistants and part-time Aides for ongoing professional career experience and development. Assist Teacher Assistants and part-time Aides to build skills in developing and writing daily anecdotal observations and to summarize

these into monthly progress reports. Assists Teacher Assistants and part-time Aides in correctly completing developmental assessment. Must perform a performance evaluation on Teacher Assistants and part-time Aides

- Provide input in curriculum planning on an annual basis for Head Start components and services.
- Responsible for conducting at least two home visits and one parent/teacher conference at the Center each year to keep parents informed on their child's growth and development. Provide encouragement for parents to volunteer and become involved to build positive relationships between families and the center. Demonstrates the ability to maintain confidential information and use practices that protects confidential information concerning children, families and staff.
- Attend parent sponsored functions and other extracurricular Head Start activities that are part of Head Start operations, objectives, activities, plans or services. These activities may occur outside of regular working hours at times, specifically on weekends and in evenings.
- Attend and participate in staff meetings, pre-service and in-service training, seminars, conferences and other program and developmental oriented activities either on-site or in other locations.
- Functions as a bus monitor and playground supervisor throughout the program year.
- Schedule and attend monthly meetings with classroom parents, which may occasionally be after hours.
- Completes evaluations on Teacher Assistant and part-time Aides annually or as needed.
- Performs other related duties as assigned.

### **QUALIFICATIONS:**

- Must be twenty-one (21) years of age or older.
- AAS Degree in child development and course work towards BA degree.
- Must be physically fit and able to lift at least 40lbs. Able to physically and mentally keep up with three and four year old children i.e., outdoor activities, floor play, nature walks exercise etc.
- Must be willing to maintain professional expertise by continuing and taking further college courses and educational training workshops pertaining to Early Childhood Education, Child Development and concepts/activities related to Head Start performance standards.
- Ability to meet daily and yearlong work requirements without excessive tardiness and absences.
- To maintain effective work rapport with co-workers, parents, tribal staff, professional consultants and children.
- Possess strong written and oral communications skills and demonstrates ability to maintain confidential information.
- Physical exams required yearly with TB skin test.
- Health training is required, including training and certification in CPR/First Aid, and a

- Food Handler's permit. Responsible for keeping certifications current.
- Must be able to obtain fingerprint clearance card.
  - Must have a valid Driver's License and be insurable under the Tribe's Insurance.

**FOR MORE INFORMATION AND TO APPLY:**

Online application available at [www.quechantribe.com](http://www.quechantribe.com) or pick up at:

**Quechan Indian Tribe**

**Human Resource Department**

**350 Picacho Road**

**Winterhaven, CA 92283**

**Telephone: (760) 919-3600 Ext. 280**

**Fax: (760) 919-3661**

**Mailing Address:**

**P. O. Box 1899**

**Yuma, AZ 85366**

**(All resumes must be accompanied by a Tribal Application)**

**For further questions or to return an application electronically please e-mail us at**

**[hrclerk@quechantribe.com](mailto:hrclerk@quechantribe.com)**

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.