



**HUALAPAI NATION  
JOB ANNOUNCEMENT  
OPEN COMPETITIVE**

**JOB TITLE:** Teacher  
**DEPARTMENT:** Head Start  
**CLASS:** Regular/ Full-Time  
**SALARY:** D.O.Q  
**OPENING:** August 14, 2013  
**CLOSING:** August 21, 2013

**SUMMARY OF JOB DUTIES:**

The Teacher has full responsibility for the safety, supervision and education of all assigned Head Start children while under the care of the program. The teacher will design and implement an education program that will help the children gain skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life.

**ESSENTIAL JOB FUNCTIONS:**

- Plan and implement lessons that are developmentally and linguistically appropriate.
- Plan lessons that are inclusive of children with disabilities, consistent with a child's Individual Education Plan (IEP).
- Encourage parent to become an integral part of their child development.
- Plan and offer monthly nutrition activities.
- Plan and implement transition activities.
- Assist with developmental screening tests and health clinics.
- Observe and document academic achievements and variation in behavior.
- Identify and plan staff and parent training programs.
- Supervise and document in-kind and volunteer services
- Supervise/completes and documents home visits and parent teacher conferences.
- General office assistance with filing, copying, telephone calls, up date student records and performs classrooms maintenance duties.
- Communicate effectively with parents and the community regarding needs of children and the Head Start program.
- Constantly observe the children to ensure their safety.
- Actively participate in all classroom activities.
- Attend in-service and training programs as required.
- Maintain confidentiality.
- Report child abuse and/or neglect as appropriate.
- Establish and maintain a safe, healthy learning environment.
- Support the social and emotional development of children.
- Encourage the involvement of the families of the children in a Head Start program, and the development of the relationships between children and their families.
- Maintain daily Point of Service Meal Counts for the program; according to CACFP regulations.

- Knowledge of CACFP and USDA nutrition guidelines.
- Assist the nutrition program with proper dental hygiene after each meal.
- Completes children assessments and aggregates/analyzes data for planning activities. Implements the school readiness goals and documents the child's progress.
- Perform other duties as assigned by Immediate Supervisor and Director.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or G.E.D Equivalent as well as: Current Associates Degree or higher in Early Childhood Education with qualifying experience preferred.
- Must be willing to obtain a Baccalaureate or advanced degree in early childhood education in a certain time frame; after signing the job description.
- Knowledge of Head Start Performance Standards and other Head Start requirements.
- Previous qualifying experience as teacher or teacher aide in a classroom setting.
- Must maintain or obtain a valid driver's license within 3 months of the hire date.
- Submit to and pass required Drug Tests.
- Submit to and pass annual Physical Examination and TB Test.
- Maintain or obtain a current Pediatric First Aid and CPR certification within 2 months of the hire date.
- Maintain or obtain a current Food Handlers certification within 2 months of the hire date.
- Must be computer literate.
- Strong oral and written communication skills.
- Strong organizational skills and works efficiently as a member of a group.
- Must pass local, state and national background check.

**HOW TO APPLY:**

Submit a completed Employment Application to: Human Resources Department, P.O. Box 179, Peach Springs, AZ 86434, fax (928) 769- 1191, or call (928) 729-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

**PREFERENCE:**

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Pubic Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

**THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM**  
**Auxiliary aids and services available upon request to individuals with disabilities**