



## **The Three Affiliated Tribes** **Job Description**

### **Teacher**

#### *EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER*

|                                                                                                                                  |                                                                                                                            |
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| <b>REPORTS TO: Education Manager</b><br><b>DEPARTMENT: Head Start</b><br><b>SALARY: DOQ</b><br><b>CLASSIFICATION: Non-Exempt</b> | <b>FLSA STATUS: FT-Regular</b><br><b>LOCATION: 509 9<sup>th</sup> St N</b><br><b>OPENING DATE:</b><br><b>CLOSING DATE:</b> |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|

**POSITION SUMMARY:** Oversee daily Head Start classroom operations, ensure all staff in compliance with standards, and lead developmentally appropriate instruction aligned with program guidelines. Provide leadership in the classroom through an educational approach to an appropriate age curriculum; while developing guidelines for a classroom management system where children can be successful, that includes, but not limited to, decision making, safety, planning, and organizing the classroom.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Administer an educational program that meets the needs of the children, their families, and that meets the early childhood educational needs of the local and tribal community. 70%
2. Maintain a safe, clean, and healthy learning environment that meets the needs of the individual child 12%
3. Maintain student data management system in the Head Start Center. 12%
4. Assist in program recruitment and enrollment of Head Start children, including children with disabilities 2%
5. Attend all Parent center committee meetings; Assist in the process of collaborative partnership building with Head Start parents; to include nurturing and encouraging parents to engage as volunteers in the classroom and to participate in committees and curriculum building. 2%
6. Orient and train parent volunteers, prior to their assignments, which may include field trips, student/parent activities, and any other Head Start related event. 2%

*NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.*

### **SUPERVISORY REQUIREMENTS:**

- N/A

### **COMPETENCIES:**

- Develop daily activities in the lesson plans and the classroom schedule that promote good health and nutrition practices for the children
- Develop and organize classrooms to promote an environment to support children's social-emotional and physical development.
- Schedule center operations so the center opens at 8:00 a.m. and closes at 4:00 p.m., except when children are not in the center, then the center closes at 4:30 p.m.



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- Follow a daily schedule and routine with the children and staff, to teach children routines and habits so they will know what is expected of them on a daily basis.
- Communicate clearly and constructively with children, parents, and staff using positive speech.
- Use positive child guidance, positive reinforcement and active supervision at all times with the children.
- Individualize the curriculum by establishing a system for ongoing observation and recording of children's behavior, use of materials, and how they interact with peers and with adults.
- Must obtain CPR/First Aid, Mandated Reporter and Food Handler certificates within 30 days of hire.

### **KNOWLEDGE AND ABILITIES:**

- Must complete and pass yearly work physical and TB test.
- Knowledge of early childhood development, education and guidance.
- Must possess the skills to effectively communicate verbally with children.
- Must have excellent writing skills.
- Ability to relate respectfully and courteously to children and adults.
- Ability to take direction and constructive criticism.
- Ability to meet change progressively and creatively.
- Ability to manage time effectively without constant supervision.
- Ability to work as a team member.
- Knowledge of computer skills and data input.
- Must obtain Curriculum Reliability certificate within 30 days of hire.
- Submit monthly articles on Center's activities to the Preschool Chatter.
- Plan, organize and conduct Center meetings for staff to develop, daily center schedules, center management procedures, and take care of staff concerns

### **MINIMUM QUALIFICATIONS AND EDUCATION:**

- Bachelor's Degree in Early Childhood Education or Related Field **REQUIRED**

### **WORKING CONDITIONS:**

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 4:00 p.m. Deviation from the normal schedule may be required for certain programs.
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job.
- Ability to stand for extended periods of time.
- Ability to kneel, bend and sit on floor or child size furniture.
- Moving quickly to supervise and assist young children.
- Lifting children, equipment and supplies.
- Washing hands frequently.
- Responding quickly in case of an emergency.



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- Eating the same food as is served to the children (Unless staff member has a dietary restriction)
- Hearing and seeing at a distance required for playground supervision and bus monitoring.
- Being absent from work for illness no more often than the typical adult, to provide continuity of caregiving.

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

**THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.**

**PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.**

**All interested individuals must submit the following information:**

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to [Recruitment@mhanation.com](mailto:Recruitment@mhanation.com)

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_