

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406.675.2700
PERSONNEL DEPARTMENT FAX: 406.675.2711
CSKT Website: cskt.org
E-mail: julianat@cskt.org**

******V A C A N C Y A N N O U N C E M E N T******

TITLE: Head Start Teacher – 1 or more
(Polson, Pablo, St. Ignatius and Ronan)

LOCATION: Early Childhood Services – Ronan, MT

SALARY: \$13.04 to \$15.22 per hour
\$27,123.20 to \$31,657.60 per annum

CLOSING DATE: Open until filled

SPECIAL CONDITIONS:

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy and is subject to random alcohol and drug testing. **The successful applicant if not already employed by the Tribes must pass a pre-hire drug test and will be required to serve a six-month probationary period.**

DUTIES:

- Prepares and carries out developmentally appropriate classroom lesson plans implementing the *Creative Curriculum for Preschoolers* initiating daily activities that stimulate and challenge the children.
- Works with and receives assistance from Teacher Aide, grandparents, language teachers, and volunteers.
- Integrates into all aspects of the classroom environment and curriculum Native American experiences, language, people, and events.
- Promotes healthy social-emotional, language, physical, cognitive and creative development in children.
- Promotes emerging language and literacy skills through positive and consistent interaction with the children.
- Identifies and documents individual children's strengths, needs, temperament, learning style, likes, and dislikes; and implements and documents children's individualized goals and learning plans.
- Documents developmental progress of each child.
- Analyzes and uses child outcomes data to improve the Head Start Program.
- Provides for the special needs of children with disabilities in a supportive mainstream environment.
- Promotes sound nutrition and healthy hygiene practices such as teeth brushing, hand washing, and healthy eating habits.
- Participates in child staffing and case management meetings.
- Works with Family Advocates assisting with case management for specific families.
- Carries out a minimum of 2 quality home visits and 2 well-prepared parent/teacher conferences with each family annually.
- Completes, keeps current, and submits all required paperwork, documentation, classroom records and files to the appropriate person in a timely manner.
- Supervises all children at all times.
- Promotes healthy, positive relationships between all center staff and the children. Provides guidance to ensure staff, volunteer, and parent interactions with children are appropriate, safe, caring, and supportive.
- Demonstrates respect and affection for each child providing opportunities for success.
- Teaches appropriate social behaviors engaging the children in social problem solving, helping them understand and express their feelings, and assisting them in making friends with other children.
- Practices positive guidance techniques acknowledging children in developmentally appropriate ways for reasons other than group management using the ECS Positive Behavior Matrix.
- Maintains an orderly, safe, clean, healthy, and stimulating classroom environment according to the "Health, Safety, and Education Checklist".

DUTIES CONTINUED:

- Provides a language, literacy, numerical, and phonetically rich environment.
- Participates daily in the cleaning of the facility and equipment indoors and outdoors including the regular disinfecting of toys and other items.
- Orders all necessary supplies, equipment, and materials in a timely manner.
- Gathers and has ready each day the supplies, equipment, and materials needed to carry out the day's lesson plans and activities.
- Ensures that toys and other play materials are accessible, well labeled, and appropriate.
- Follows all safety, health, and transportation regulations as appropriate to the Head Start Program.
- Complies with all applicable Federal, State, Local, Tribal, and Early Childhood Services policies and regulations including CSKT's Ordinance 69C and specifics of the Head Start contract.
- Leads and gives direction to the classroom teaching team.
- Other duties as assigned.
- Request a copy of the position description for full details.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- 18 years of age or older.
- Must have an Associate Degree, Bachelor Degree, or advanced degree in Early Childhood Education; or an Associate Degree in a field related to Early Childhood Education and coursework equivalent to a major relating to Early Childhood Education (24 quarter credits or 18 semester credits), with experience teaching preschool-age children; or a Bachelor Degree or advanced degree in a related field and course work equivalent to a major relating to Early Childhood Education (24 quarter credits or 18 semester credits), with experience teaching preschool-age children. By September 30, 2013, must have or be working towards a Bachelor Degree or advanced degree in Early Childhood Education or a Bachelor Degree or advanced degree in a related field with coursework equivalent to a major relating to Early Childhood Education (24 quarter credits or 18 semester credits), with experience teaching preschool-age children.)
- Two (2) years documented experience teaching preschool-age children.
- Preference given to current or former Head Start/Early Head Start parents. Must provide documentation.
- Good verbal and written communication skills.
- Possess current or be willing to obtain certification upon hire CPR and First Aid.
- Current Physical Exam or ability to obtain Physical Exam upon hire.
- Current on required immunizations or ability to become current upon hire.
- Verification of recent TB screening or ability to complete required screen.
- Must pass drug test and complete a Criminal Record Check including fingerprinting (no violence against children or other individuals, no domestic violence, no sexual abuse or violent acts against children or any other person) prior to employment and annually thereafter; subject to random drug testing through the Confederated Salish and Kootenai Tribe's Personnel department.
- Work well under pressure, meet multiple and sometimes competing deadlines.
- Ability to demonstrate cooperative behavior with team members.
- Possess current Montana Driver's License and be insurable under the Tribes' Fleet Policy.
- Possess current Commercial Driver's License (CDL) or be willing to obtain upon hire.
- Able to meet/complete requirements for primary caregiver according to Montana child Care Center Regulations within one (1) year of employment (if required).

SUBMIT:

1. Completed Tribal employment application. (Resumes may be submitted but may not replace or supplement the official tribal application).
2. Certified copies of relevant academic transcripts and training certificates.
3. Proof of a valid driver's license.
4. If you are claiming Veterans Preference, a copy of the DD214 must be submitted with the application.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Jan Gardipe, Personnel Office, P.O. Box 278, Pablo MT 59855, telephone 406.675.2700, ext. 1040.

FOR MORE INFORMATION:

Contact: Jeanne Christopher, Early Childhood Services Director @ 406.675.2700, ext. 6106.