

CHEYENNE RIVER SIOUX TRIBE  
HEAD START PROGRAM  
TEACHER

DESCRIPTION OF WORK

General Statement of Duties: Provide for the supervision of all children within their designated classroom and/or center staff. Provide educational services to students in their designated classroom, which are developmentally and culturally appropriate, in accordance with the approved Head Start curriculum.

Supervision Received: Under the direct supervision of the Early childhood Manager.

Supervision Exercised: None.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Assist in the development of curriculum alignment, development, evaluation, and assessment activities of the Head Start Program. You are responsible for all child individualization and ongoing documentation.

Monitor classroom facilities to ensure health and safety compliance. Provide ongoing “authentic” assessment methods and processes to accurately assess and report student progress established areas of evaluation and reporting.

Incorporate special educational services for children with disabilities in accordance with an approved plan developed in consultation with the Health/Mental Health Manager and Disabilities Manager and parents, and conduct assessment referrals for children with special learning difficulties to appropriate program resource in a timely manner.

Participate in training/awareness sessions scheduled for parents and staff and/or staff as approval that is required by the Program Director and/or the Disabilities Manager/Training Development Manager.

Provide a process whereby Head Start parents may participate in the daily routine of the Head Start child. Teacher will conduct (2) home visits and two (2) parent/teacher conferences.

Provide planning and consultation sessions with Teacher Aide within their designated classroom to provide assistance to the learning needs of Head Start children, provide assistance to the Disabilities and early childhood Manager, in the evaluation of Teacher Aide performance as requested and required.

Establish and implement a method for communicating regularly with parents of Head Start students on matters regarding the child’s progress, needs, and ways in which parents can assist the learning of their child in home environment.

Conduct all information regarding students in a confidential manner, in accordance with Confidentiality Act, Privacy Act, and other regulatory requirements. Make referrals regarding suspected child abuse and neglect through established channels and procedures of Head Start.

Establish and maintain all records necessary to document the growth and development of Head Start children in their designated classroom in accordance with program requirements; maintain all records necessary for completion of PIR and other reporting requirements, including current records of all parent contacts and child health observations.

Represent Head Start within the community, and advocate of the needs for the Head Start child and their families. Coordinate with other component managers to ensure integration of all appropriate and required component activities (Education, Family Services, Health/Mental Health Services, Disabilities Services, Program Government and Nutrition) into the learning and socialization program within the Head Start Program.

Participate in all program planning, reporting, meetings, evaluation, assessment, and other activities of the Head Start Program, as directed or required by the Program Director.

Provide a social and emotional climate which enhances children's understanding of themselves as individuals, will provide resources and activities, which are relevant and reflective of the racial and ethnic population served.

Participate in all activities during "The Week of the Young Child". Assist with and attend Graduation in your center, attend and help with the annual Head Start Pow-wow, Field Day, etc. and other Head Start activities.

Assist with recruitment of 10 Head Start applications, complete 10 Community Assessment survey forms, (CA) and PRISM, etc. Must assist with and must attend parent meetings.

Provide instructional and other services consistent with support of early childhood Development/Health Services objectives, Performance Standards, and integrate to provide all services in accordance with the early Childhood Development/Health Services component of the Head Start Program.

Assist with development of and integration of family Partnership agreement for each family of Head Start. Assist with development of determining each child's Health status and development with implementation of follow-up plans for identified health issues/concerns in the areas of Health/Mental Health, Dental and other health related concerns and working closely with the designated component managers for referrals to meet the needs of the children.

Provide training and orientation to parent and other approved volunteers, or substitutes, within the program setting. LEAVE: You are required to plan your leave in advance with your immediate supervisor and you are required to find a replacement.

Bus Monitor: A. Monitor children and adults while being transported. B. Fasten all safety restraints for children while in route on the bus to and from school. C. Assist with boarding and exiting the bus. D. Help with evacuation drills which are done monthly and assist in the event of an emergency. E. Always make sure that there is an adult present when delivering the child to their location.

Other job related duties as assigned by Program Director and ECH Manager.

## MIMIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must have specific skills in and abilities to facilitate appropriate learning experiences for Head Start children (i.e., learning centers, curriculum planning, assessment, identification of learning needs methods of assessing child growth and development, etc.).

Education: **Must have a High School Diploma or GED certificate.** A Baccalaureate or advance degree in early childhood education or course work equivalent to a major relating to early childhood education preferred. **A Minimum of a Child Development Associates degree** and enrolled or willing to enroll in a 4 yr. program working towards a degree in early childhood or related field.

Experience: **Preschool or other teaching experience in a school setting.**

Special Requirements: **Must have valid driver's license.** Must have a physical within 10 days upon being hired and a yearly physical thereafter and TB Test with your first physical ONLY. Must start the Hepatitis B vaccine series within 10 days of your work assignment. If you already had the series of shots, please attach proof of document. Must be able to work with children requiring the ability to walk or run quickly kneel or sit on floor, bend, and walk over rough or uneven ground, exposure to weather, etc. Must be able to be certifiable for First Aid and CPR as required by the Head Start Performance Standard. **Must be able to obtain a four year degree in Early Childhood within 2 years of employment.**

Incumbent is subject to CRST Drug & Alcohol Testing Policy, also subject to Tribal/Local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647 and Resolution No. 86-2013-CR.

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