



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	945634031 945634032 945634034 945634035 945634036 945634037 945634038 945634039 945634040	Last Revised:	05/23/2017
Position Title:	Teacher	Department:	Qualla Boundary Head Start and Early Head Start
Reports to:	HS/EHS Supervisor	Division:	Public Health and Human Services

Primary Function: Provides educational services consistently on a day-by-day basis according to Head Start performance standards and HS/EHS policies and procedures. Ensures classroom activities, equipment, materials, and supplies are age and developmentally appropriate and that all areas of child development are addressed including social/emotional, physical, cognitive, self-help, and speech/language. Maintains a safe and healthy environment for all children.

Job Duties and Responsibilities:

- Greets parents, children and other visitors to the classroom.
- Ensures children have access to fully supplied and equipped classrooms.
- Provides age and developmentally appropriate learning environment for children enrolled in Head Start.
- Participates in the Lap-3 assessments.
- Develops and implements Individual Lesson Plans/ activities for children.
- Prepares, posts and implements lesson plans which address IEPs for all children including those with disabilities.
- Monitors and records progress of each child, and prepares progress reports for parents.
- Arranges room appropriately to support healthy child development.
- Works with parents to ensure each child reaches maximum potential while in the Head Start Program.
- Responsible for maintaining administrative reports (attendance, accidents, education files, portfolios, etc.).
- Dispenses emergency medication as needed/ directed.
- Makes home visits and follows home visit guidelines for sharing of information.
- Provides an environment of acceptance that support and respects gender, culture, language, ethnicity, and family composition.
- Provides a balanced daily program of child-initiated and teacher-directed activities, including individual and small group activities.
- Allows and enables children to independently use toilet facilities when it is developmentally appropriate and when efforts to encourage toilet training are supported by the parents, changes diapers of children who are not trained, and changes clothing of children who are not trained, and changes clothing of children when accidental soiling occurs.
- Assists children as needed, with personal hygiene, washing face and hands, brushing teeth, brushing hair, etc.
- Invites parents to become involved in the development of the program's curriculum and approach to child development and education.
- Encourages parents to participate in staff/parent conference and home visits.

- Supports social and emotional development by encouraging development that enhance each child's strengths by building trust, fostering independence , and encouraging self-control by setting clear, consistent limits, by having realistic expectations, and by encouraging respect for the feelings of others.
- Supports and respects the home language, culture, and family composition of each child in ways that support the child's health and well-being.
- Plans routines and transition so they occur in a timely, predictable, and un-rushed manner, according to each child's needs.
- Provides for the development of each child's cognitive and language skills by supporting each child's learning using various strategies including experimentation, inquiry observation, play, and exploration.
- Ensures opportunities for children's creative self-expression through activities such as art, music, movement and dialogue.
- Promotes interaction and language use among children and between children and adults.
- Supports emerging literacy and numerous developments through materials and activities according to the developmental level of each child. Promotes each child's physical development by providing sufficient time, indoor and outdoor space, equipment, material, and adult guidance for active play and movement that support the development of gross skills according to each child's development level.
- Provides an appropriate environment and adult guidance for the participation of children with special needs and disabilities.
- Assists with serving meals and snacks, feeding children when necessary.
- Trains parents to enable them to properly care for their children when necessary.
- Orders food, classroom supplies, and equipment as necessary.
- Performs housekeeping duties such as vacuuming, disinfecting, mopping, etc.
- Washing clothing, diapers, and other laundry as needed.
- Wears proper safety items, and clothing as necessary.
- Drives or rides a bus when necessary.
- Performs duties according to established safety guidelines and tribal policies.
- Performs other duties as assigned by supervisor.
- Must have CPR/First Aid as required by State regulations.
- Must have an annual physical.

**Education
/Experience:**

Must possess a Childhood Development Associates Credential (CDA), or Associate's or Bachelor's Degree in Early Childhood Education or a related field. If a candidate has a CDA, or Associate's or a Bachelor's Degree in a related field, they must continue until a Bachelor's Degree is earned or until they possess a Bachelor's Degree with 32 additional semester hours in Early Childhood Education. Must submit a current transcript or proof of degree with employment application. Specialized certifications must be obtained within 6 to 12 months of hire. 6 to 9 months is required to become proficient in most phases of the job.

Job Knowledge:

Must have a thorough knowledge of the policies, procedures, guidelines and performance standards of the Head Start/EHS program. Must be familiar with the developmental stages of children. Must know all applicable health, safety, and environmental rules, regulations and requirements. Skill in the use of all assigned equipment including: basic office equipment, cleaning, kitchen and laundry equipment is required. Must have good communication skills, both written and verbal. Must have computer skills and know specified software applications. Requires the ability to read and interpret educational materials, including: instructions, age appropriate literature, and songs. Requires the ability to develop lesson plans and creative activities. Must be familiar with Eastern Band Of Cherokee Indian culture, lifestyles and health risks. Requires the ability to maintain records, compile data, and complete reports. Must have a valid North Carolina driver's license.

Contact with Others:	Interacts frequently with children, staff, and parents; which require that a positive working relationship be maintained at all times. Tact, courtesy and sensitivity to others are necessary. Must obtain and share information, respond to questions, and gain the cooperation of others.
Confidential Data:	Has access to highly confidential information (such as child physical health and health records, children's files, staff files, etc.) of program participants and their families which requires much discretion. Must follow all applicable confidentiality guidelines and tribal policies.
Mental /Visual /Physical Effort:	Close attention to details is required while planning teaching, reaching, kneeling, bending, manual dexterity, and visual acuity. Moderate lifting, with occasional heavy lifting is required. Must be able to speak and hear. Playground activities and field trips include running, climbing, and more strenuous movements.
Environment:	Works both inside a classroom and outside whether on the playground or on a field trip. Exposed to potential contagious diseases, requires the use of standard precautionary procedures (OSHA).
Responsibility for Accuracy:	Most errors would be detected within subsequent procedures, testing, and review activities. Failure to detect errors could have extreme results or be damaging to parent relations or the program reputation.
Resourcefulness & Initiative:	Must follow well-defined procedure guidelines, and policies; but has some latitude in the presentation of the lesson. Must use planning, creativity, resourcefulness and initiative to complete tasks efficiently. Problem solving and judgment are required.