

LOWER BRULE SIOUX TRIBE
JOB ANNOUNCEMENT

JOB TITLE: Head Start Teacher
JOB CLASS: Level IV

JOB SUMMARY: Under the direct supervision of the Child Development Manager. Will assist with implementation of education services objectives and performance standards, and to monitor facilities. To assist with the integration of objectives and work plans for the disabilities component into education component.

ILLUSTRATIVE DUTIES:

- Will be responsible for direct supervision of all other classroom staff within their designated classroom, regardless of the program they are working under.
- Will use appropriate classroom curriculum, set up classroom learning environment, select developmentally appropriate classroom equipment/supplies and written classroom routine
- Will monitor classroom facilities for health and safety practices
- Will provide developmental screening and writing of individual development plans (IDP) for each child, including an individual education plan (IEP) for each child with a disability.
- Will provide on-going assessments of each child and documentation of such.
- Will include education services to children diagnosed as having a disability within the classroom setting, i.e. mainstreaming
- Will assist with training to Head Start parents as necessary
- Will accept all training as recommended by the Head Start director or set by the funding agency
- Reports – Will submit all reports as necessary to maintain compliance with the child development component, including lesson plans, monthly activity report, inventory, child observations, attendance, parent in-kind and others as requested.
- Record Keeping – Will have classroom files on each family, necessary to document child's growth and development, parent's involvement, referrals and follow-up.
- Must keep all record to measure compliance with performance standards, and to provide necessary information for PIR.
- Will document progress of program work plan and will participate in changes and revisions as necessary.
- Will keep daily health observation and keep daily log to monitor child's progress.
- Will represent Head Start within the community and advocate for the needs of the children and their families.
- Will coordinate with the nutrition manager to establish a method for providing nutrition activities in the Head Start classrooms.
- Will maintain a relationship with the HERSEA Manager to share information about attendance, Family Partnerships Manager , parent training and parent contacts
- Coordinate with Family Partnership Manager to share parent information for record keeping, parent concerns and training needs..

- Will accept any and all other duties necessary to maintain Head Start continuity and will take part in all Head Start activities as directed by the Program Director.

QUALIFICATIONS:

- Must have a 2 year degree in Early Childhood or elementary education
- Must be certified as a child development associate (CDA) or willing to work on getting certified
- Must be 18 years of age
- Must pass drug test prior to hire
- Must pass background check Prior to hire

TO APPLY submit LBS tribal application/resume to:

Office of Personnel
Lower Brule Sioux Tribe
187 Oyate Circle
Lower Brule, SD 57548

Opening Date: 7/07/22
Closing Date: Until filled