

Iowa Tribe of Oklahoma
Vacancy Announcement

Position: Temporary Preschool
Assistant Teacher
Position Number: 4447

Job Location: Child Care Center

Department: Human Services

Location: Perkins



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Issuing Date: May 29, 2009
Closing Date: Until filled

Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

Position Purpose

To provide a successful, safe and supervised educational setting for children while they are in the Head Start environment (classroom, outdoor play area, and field trips). To promote the social, emotional, physical, and cognitive development of enrolled children. Encourage parent involvement in all aspects of the program. To develop individual goals for children, provide on-going assessment on progress and facilitate transition into Pre-kindergarten

Essential Job Responsibilities: Performance Indicators

1. Prevention and Early Intervention/Disabilities Services (30-40%)

- Supervise and monitor children at all times.
- Participate in regularly scheduled team meetings to plan for and deliver collaborative services across all components.
- Respond appropriately to crisis or emergency situations that may occur.
- Coordinate special needs staff in the classroom when indicated, developing a collaborative approach that benefits all children in the classroom.

2. Individualization (5-15%)

- Adapt curriculum to address and meet individual goals for children as identified in their individualized education plans.
- Assess individual and group needs, attending to special needs, specific interests, strengths and concerns.

3. Curriculum and Assessment (10-20%)

- Develop and utilize integrated curriculum plans, which reflect mandated elements and components, parental and cultural influences, and promote the social, emotional, physical and cognitive development of enrolled children.
- Follow a consistent schedule, which includes small and large, indoor and outdoor group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities.

- Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice-making; ask open-ended questions and listen respectfully to the answers.
 - Establish weekly goals that promote individual and group educational.
 - Prepare classroom materials to support developmentally appropriate curriculum plans; create and change learning centers as needed.
4. Parent Involvement & Community Partnerships (5-15%)
- Provide an atmosphere that promotes and reinforces parental involvement in the classroom.
 - Communicate regularly with parents, regarding each child's progress.
 - Conduct the required parent/teacher conferences for the purpose of assessment and support, and to share information on classroom progress and educational strategies at school and at home.
 - Help plan and conduct regular parent meetings with team members.
 - Work with appropriate agencies in developing specialized planning for children and families as needed.
5. Utilize Information Systems to support child/family and agency outcomes. (15-25%)
- Document all significant classroom issues, parent contacts and parent/teacher conferences; include documentation in End of Month packet to Family, Health & Community Partnerships Manager.
 - Support Family, Health & Community Partnerships Manager with documentation regarding particular concerns with families and children at scheduled staffings.
 - Monitor and report child abuse.

Summary of Responsibilities:

Preschool Teacher works under the direction of the Assistant Child Care Coordinator and is responsible for delivering education and early childhood development services to preschool age children and their families according to Tribal, State and Federal Regulations.

Additional Job Responsibilities (5 - 15%)

- Assist with breaks, transportation/bus monitoring and other classroom needs as requested.
- Attend meetings, trainings and appropriate professional development activities.
- Assure general maintenance and security of facility and assist with inventory of equipment and supplies.
- Other duties as requested.

All communications are potentially sensitive and are subject to Head Start's policy on confidentiality.

Essential Duties and responsibilities:

Includes, but not limited to the following:

- Develops and delivers an individualized, developmentally and linguistically appropriate and culturally based curriculum based on responsive care and Native traditions.
- Completes and/or assists with all program aspects including necessary paper work, fund raisers, staff, and parent meetings and self- and community assessments.

- Must obtain, annually, a physical and negative TB test.
- Must have or be able to obtain Community First Aid and CPR certification including infant and toddler certification.
- Must pass an OSBI background check.
- Follows Tribal and State Health, Safety and Sanitation requirements.
- Follows Child Care Center Dress Code.
- Must pass pre-employment drug screen.

Education:

Preschool CDA, Certificate of Mastery or Associate or Bachelor's degree in Early Childhood Education or related field or be able to obtain and Preschool CDA within one year of hire date.

Knowledge/Skills/Experience/Documentation Required

- Minimum educational requirement of a Infant/Toddler Child Development Associate, Certificate of Mastery, Associate's Degree in early childhood education or a Bachelor's in early childhood or a Bachelor's in a related field. Experience in infant or toddler classroom is required, two years is preferred. Diploma or certificates will be required to validate Early Childhood Education qualifications/degree or transcripts to validate 6 related classes if related Bachelor's Degree.
- Prefer two years experience in infant/toddler classroom with ability to adapt curriculum to meet the needs of all children including at risk, special needs, gifted, and culturally diverse populations.
- Ability to apply Early Childhood Development theory in daily classroom activities, and adapt to the individual needs of children.
- Ability to set and maintain professional boundaries with families.
- Keyboarding skills, computer literacy and familiarity with various applications such a database, word processing, e-mail and internet.
- Excellent written and verbal communication skills.
- Valid Oklahoma Driver's License.
- Ability to obtain Community CPR & First Aid certification and Food Handler's Card.
- Pass OSBI background check.
- Pass pre-employment drug test.
- Obtain negative TB screen.
- Obtain annual physical documenting fitness to work with young children.

Physical/Mental Abilities and Processes

- Frequent significant decisions to assure developmental progress of children.
- Demonstrated ability to supervise pre-school children and ensure a safe learning environment including the ability to monitor and respond to events going on at all times in classroom, outdoor play areas and on field trips. This includes the physical ability to move quickly in order to respond to children who are very active and may need restraint or redirection in order to insure their safety or the safety of others in the environment.
- Ability to respond appropriately (both mentally and physically) to an emergency or a crisis situation.
- Daily kneeling, stooping, bending, and sitting on the floor to attend to children's needs.
- Occasional lifting up to 50 lbs.

Position Information

- 12 months
- Supervised by Early Childhood Education Programs Site Manager.

Experience:

Prior experience working with children. Prior experience working with preschool age children a plus, but not required. Prior experience working with Head Start and/or Early Head Start a plus, but not required.

Position Schedule:

40-hour week. Monday through Friday between the hours of 7am and 6pm. Two fifteen minute breaks, one one-hour lunch. Some evenings and/or weekends are required.

Other Information:

Center Hours of Operation M-F: 7:00 a.m. – 6:00p.m