Please post

Quileute Tribal Council

•QUILEUTE INDIAN TRIBE•

Personnel Department

PO Box 279 La Push, WA 98350
(360) 374-4366/4367 Fax (360) 374-4368

Job Title:	**Head Start Lead Teacher**
Supervision Received:	Head Start Director
Supervision Excised:	Teacher Assistants and Volunteers
Salary:	DOE/Q
Opens:	**December 7, 2016**
Closes:	**December 21, 2016** or until filled

Primary job purpose and goal:
The classroom teacher shall be obligated to provide adequate and integral learning experiences, which are appropriate to the individual needs, interests, abilities and readiness of the learners. Through these, the learners will demonstrate academic growth and progress in keeping with abilities and competencies.

Duties and Responsibilities:

1. Plan and implement learning experiences and activities to fit individual needs, interest and abilities of the students through weekly individualized lesson plans.
2. Display professional competence in teaching the basic curricular areas of the Quileute Head Start school program, and display a willingness to learn and lead in other learning and instructional program areas as needed.
3. Maintain child records, attendance and lesson plans.
4. Meets weekly with staff to plan and discuss child progress.
5. Meet with disability coordinator to plan for special services.
6. Maintains classroom, inventory and submits order list to director.
7. Communication with parents concerning child's progress, problems and program events.
8. Attends pre-arranged workshops and training pertaining to Head Start Program.
9. Handle all job records in a professional and confidential manner.
10. Work with other components, developing parent training.
11. Submit articles for parent newsletter.
12. Responsible for performing Dial 3 screening on each child along with disabilities coordinator, which are required to be completed 45 day's from the entry date of each student.
13. Meet with the parents on progress on each child four times a year, twice at the parent's home and twice at the Head Start Center.
14. Responsible to make contact with parents on the absences on children in their classroom.
15. Interact positively with all children assigned to their class.
16. Present input to Head Start director on teachers assistants job performance every six months.
17. Provide monthly written reports to present to Head Start director by the 5th of each month.
18. Assist parents along with the family/community partnership coordinator to fill out any necessary paperwork required by the Head Start program.
19. Other duties as assigned.

Qualifications:

1. Must be able to work effectively with children
2. High school diploma or GED and CDA certified or AA in early child hood education
3. Must be reliable and prompt
4. Must be in good health
5. Yearly Physical required along with a current TB screening
6. Current Immunization
7. Washington State Driver's license
8. Working knowledge and relationship with the community
9. Valid first-aid and CPR cards
10. Maintain a current Food Handlers card
11. Must pass a criminal background check
12. Able to follow all policies and procedures set forth by the Head Start Program and Tribal Council

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Office Assistant must have good work ethics and daily attendance is a must.

Must adhere to Personnel Policies and Drug and Alcohol Policies.

Submit application, resume and cover letter to:

Quileute Tribal Council
Personnel Department
PO Box 279
La Push, WA 98350

Obtain a job application at www.quileutenation.org

If the applicants have equal qualification, preference will be given to the Quileute Indian applicants and other Native American and Alaskan native. Except as provided by the Indian Preference Act, Title 25 U.S, Code Section 472 & 473. There will be no discrimination in selection because of race, color, creed, sex, national origin, physical handicap, marital status, membership or non-membership in an employee organization.