



# Quileute Tribal Council

• OUILEUTE 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: Education Manager/Head Start Director  
Supervision oversight: Teacher Assistants and Volunteers  
Salary: DOE/Q -\$15-\$20 per hour  
Opens: April 18, 2019  
Closes: Open 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:**

- Plan and implement learning experiences and activities to fit individual needs, interest and abilities of the students through weekly individualized lesson plans.
- Display professional competence in teaching the basic curricular areas of the Quileute Head Start program and display a willingness to learn and lead in other learning and instructional program areas as needed.
- Maintain child records, attendance and lesson plans.
- Meets monthly with staff to plan and discuss child progress.
- Meet with special education and early intervention to plan for special services.
- Maintains classroom, inventory and submits order list into purchasing system.
- Communication with parents concerning child's progress, problems and program events.
- Attends pre-arranged workshops and training pertaining to Head Start Program.
- Handle all records in a professional and confidential manner.
- Work with other components, developing parent training.
- Submit articles for parent newsletter.
- Responsible for performing screening on each child along with early intervention, which are required to be completed 45 days from the entry date of each student.
- 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.
- Responsible to contact parents for absences on children in their classroom.
- Interact positively with all children assigned to their class.
- Present input to Head Start director on teacher assistant job performance every six months.
- Assist parents along with the family/community partnership coordinator to fill out any necessary paperwork required by the Head Start program.
- Enter all data required for Child Plus
- Other duties as assigned.

**Minimum Qualifications:**

1. Must be reliable and prompt
2. Must be able to maintain strict confidentiality
3. High school diploma or GED **and** bachelor's or associate's degree in child development/early childhood education/equivalent or willing to commit to training plan with stipulated employment
4. Must be willing to attend trainings, staff meetings as requested
5. Must be in good health, Yearly Physical required with Current Immunization
6. Working knowledge and relationship with the community
7. Able to follow all policies and procedures set forth by the Head Start Program and Quileute Tribe
8. Current Food Handlers Permit, TB test, First Aid and CPR card
9. Must possess a valid Washington State Driver's License or obtain
10. Must pass criminal background check and drug screen
11. Ability to communicate effectively with parents and staff
12. Must be able to lift to 50 lbs.

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. Individual must have good work ethics and daily attendance is a must.

All candidates for employment with the Quileute Tribe will be required to undergo drug screening prior to official selection for employment by the Quileute Tribal Council. Must adhere to Personnel Policies and Drug and Alcohol Policies.

Interested parties must submit a **QTC job application, resume, and cover letter** to the following address:

Human Resources Department  
PO Box 279  
La Push, WA 98350  
hr@quileutenation.org

Obtain a job application at [www.quileutenation.org](http://www.quileutenation.org)

If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant and other preference to Native Americans and Alaskan Natives, except as provided by the Indian Preference Act (title 25 U.S. code section 471 & 473). There will be no discrimination in selection due to race, color, creed, age, sex, nation origin, physical handicap, marital status, political membership or non-membership in an employee organization.