Quileute Tribe
Job Description

Culture Teacher – Head Start

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350

Or via email: hr@quileutenation.org

Ensure your Application contains:
1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Tribal Enrollment Verification
5. Diploma(s) High School, College
6. Certification(s)
7. Unofficial Transcripts
8. Driver’s License
9. Writing Sample(s) if required

NOTE: Incomplete applications will not be considered.
Position: CULTURE TEACHER – HEAD START
Supervisor: Head Start Director
Location: Early Childhood Education Department
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E ($17.00 - $17.85 hourly wage)
$17.00 hourly probationary/$17.85 hourly probationary completion
Opens/Closes: (02/21/2020 - 03/06/2020)

POSITION SUMMARY:

Provide culturally relevant leadership and mentorship to staff, students, and families as related to Quileute Culture including but not limited to singing traditional Quileute songs, speaking Quileute Language, teaching Quileute traditions, and sharing Quileute stories.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Handle all records in a professional and confidential manner
- Create weekly lesson plans and provide to Manager as necessary
- Plan and Implement developmentally appropriate Culture and Language activities and learning experiences for students
- Teach Quileute Culture and Language in each Head Start Classroom
- Maintain child records, attendance, and lesson plans
- Function as part of a team to ensure activities in the classrooms, parent education, and other program activities are culturally relevant
- Collaborate with internal and external personnel for the purpose of implementing and/or maintaining cultural services and opportunities
- Organize, categorize, uses, and properly stores cultural materials
- Enter all data as required for ChildPlus
- Assist program staff as needed
- Complete other duties as assigned

QUALIFICATIONS:

- Knowledge of Quileute Culture and Quileute Language
- Working knowledge and relationship with the community
- Must be reliable and prompt
- High School Diploma or GED
- Must be willing to participate and attend meetings, trainings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions
- Must be in good health, yearly physical required with current immunization
- Follow all policies and procedures set forth by the Head Start Program and Quileute Tribe
- Current or obtain upon hire, Food Handlers Permit, TB test, and First Aid/CPR
- Must possess or obtain upon hire, valid Washington State Driver’s License
- Must pass Criminal Background Check and Drug Screen
- Ability to communicate effectively with parents, staff, and students
- Must be able to lift to 50lbs
GENERAL INFORMATION:

The statements contained herein reflect the 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.

Special Requirements: Must have and retain a valid Washington State Driver’s License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY

Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350

Or via email: hr@quileutenation.org

Ensure your Application contains:
1. Quileute Tribal Application  
2. Cover Letter  
3. Resume  
4. Tribal Enrollment Verification  
5. Diploma(s): High School, College  
6. Certification(s)  
7. Unofficial Transcripts  
8. Driver’s License  
9. Writing Sample(s) if required

NOTE: Incomplete applications will not be considered.