



**Quileute Tribal Council**

• QUILEUTE INDIAN TRIBE •

**Human Resources Department**  
P.O. Box 279 • La Push, WA • 98350  
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



# Quileute Tribe Job Description

## Head Start Lead Teacher

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

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

-OR-

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

**Ensure your Application contains:**

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

***NOTE: Incomplete applications will not be considered.***

## THE REGION

Located in Washington State, the Olympic Peninsula is an outdoor lover's dream, providing opportunities for hiking, kayaking, camping, beach combing, surfing, fishing, and hunting. The Olympic National Park within the peninsula covers 1,442 square miles of wilderness. A big draw is the Hoh Rain Forest, one of the largest temperate rain forests in the United States.

The peninsula is home to seven Tribes: Quileute, Hoh, Quinault, Elwha, S'Klallam, Makah, and Skokomish, each having their own unique culture and traditions.



For More Information: [olympicpeninsula.org](http://olympicpeninsula.org)  
[nps.gov/olym/index.htm](http://nps.gov/olym/index.htm)

## THE COMMUNITY

The Quileute Reservation is in La Push, WA, which is nearly two square miles and home to approximately 400 enrolled members (total enrollment is around 800.) The Tribe was thrust into the spotlight in 2005 when Stephenie Meyer published "Twilight," becoming known worldwide. This pop culture phenomenon increased tourism to La Push and Forks.

Neighboring cities are Forks (14 miles from La Push), Port Angeles (70 miles), and Sequim (85 miles.) Due to lack of housing options in La Push, most employees find housing off-reservation in Forks.



The remoteness of the West End is not for everyone; La Push is a small fishing village while Forks' population is almost 4,000 and Port Angeles is 20,000. Seattle is the closest major city in driving distance, which is 150 miles from La Push.

For More Information: [forkswa.com](http://forkswa.com)  
[en.wikipedia.org/wiki/La\\_Push,\\_Washington](http://en.wikipedia.org/wiki/La_Push,_Washington)  
[visitportangeles.com](http://visitportangeles.com)  
[sequimwa.gov](http://sequimwa.gov)  
[en.wikipedia.org/wiki/The\\_Twilight\\_Saga\\_\(film\\_series\)](http://en.wikipedia.org/wiki/The_Twilight_Saga_(film_series))

## THE QUILEUTE TRIBE



The governing body of the Quileute Tribe is an elected five-member Tribal Council consisting of a Chair, Vice Chair, Treasurer, Secretary and Member-at-Large; they delegate responsibilities to the General Manger who oversees Department Directors. There are 11 Departments with 130 full-time employees.

The Tribe also operates five businesses: La Push Marina, River's Edge Restaurant, Lonesome Creek Store, Oceanside Resort, and the Kitla Center.

For More Information: [quileutenation.org](http://quileutenation.org)  
[facebook.com/quileutetribe](https://facebook.com/quileutetribe)

## THE CLIMATE

La Push is at sea level, bordering the Quillayute River and Pacific Ocean; the scenery showcases plenty of wildlife, iconic beaches, and sea stacks. On average, rainfall in La Push is 109 inches per year (the US average is 38 inches.) Due to inclement weather between late fall to early spring, the area makes for some fantastic storm-watching.



For More Information: [olympicpeninsula.org/stories/weather/](http://olympicpeninsula.org/stories/weather/)

Position: **HEAD START LEAD TEACHER**  
Supervisor: Head Start Director  
Location: Early Childhood Education Building  
Work Info: Full Time: 40 Hrs/Week (M-F)  
Salary: DOQ/E

### **POSITION SUMMARY:**

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.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- 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.

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Must be reliable and prompt
- Must be able to maintain strict confidentiality
- Able to follow all policies and procedures set forth by the Head Start Program and Quileute Tribe
- Ability to communicate effectively with parents and staff

## **WORK ENVIRONMENT:**

Pre-school/Head Start and childcare setting, work with pre-school aged children

## **PHYSICAL DEMANDS:**

Must be able to lift 50lbs.

## **SUPERVISORY RESPONSIBILITY:**

Yes

## **QUALIFICATIONS:**

### **Required Qualifications:**

- High school diploma or GED **and** bachelor's degree in child development/early childhood education
- Willing to commit to training plan with stipulated employment
- Must be in good health, Yearly Physical required with Current Immunization
- Current Food Handlers Permit, TB test, First Aid and CPR card or be able to complete within the first 30 days of employment

### **Minimum/Preferred Qualifications:**

- Associate degree in child development/early childhood education/equivalent
- Willing to commit to training plan with stipulated employment

## **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.

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