



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

Lead Teacher/Education Manager

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

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

Via email: 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.

Position: **Lead Teacher/Education Manager**
Supervisor: Head Start Director/Head Start Program Manager
Location: Early Childhood Education Center
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

The classroom lead 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. Lead teacher/Education manager supervises and supports teachers and teaching aides.

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 with Lead Teacher and Teaching Assistants.
- 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.
- Maintain child records, attendance, and lesson plans.
- Develop and implement a developmental curriculum in adaptive, social/emotional, cognitive, language and motor skills appropriate for preschool children that meet Head Start Program Standards.
- Meets weekly with staff to plan and discuss child progress.
- Meet with Disability Manager to plan for special services.
- Maintains classroom inventory and submits order list to Program Manager.
- Communicate with parents concerning their child's progress, problems and program events.
- Attend workshops and training pertaining to Head Start Program.
- Handle all job records in a professional and confidential manner.
- Work with other components, developing parent training.
- Submit articles for parent newsletter.
- Responsible for performing Dial 3 screening on each child within 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 make contact with parents after three consecutive absences from their classroom.
- Interact positively with all children.
- Present input to Head Start Director/Program Manager on Teacher and Teaching Assistant's job performance.
- Ensure compliance with all Head Start directives including screening, ongoing evaluations, and completion of the NRS.
- Complete other duties as assigned.

- 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 Office of Head Start and the Quileute Tribe.
- Ability to communicate respectfully and effectively with parents and staff

WORK ENVIRONMENT:

- Classroom, playground, and office

PHYSICAL DEMANDS:

- Ability to lift 50 lbs.

SUPERVISORY RESPONSIBILITY:

- Yes

QUALIFICATIONS:

Required Qualifications:

- Must be able to work effectively with children.
- Must have a minimum of a BA in early childhood or related field OR an AA in early childhood education and a minimum of 4 years of relevant experience in a HeadStart program.
- Must be reliable and prompt.
- Must be in good health.
- Yearly Physical required along with a current TB screening.
- Current Immunizations as stipulated in OHS performance standards.
- Must have a valid WA Driver's license.
- Must pass a criminal background check.
- 5 years' experience classroom teacher
- 3 years supervision of teachers and teaching aides
- Valid first-aid and CPR card or willingness to obtain as soon as possible.
- Maintain a current Food Handlers card or willingness to obtain as soon as possible
- Able to follow all policies and procedures set forth by the Head Start Program and Tribal Council.

Minimum/Preferred Qualifications:

- WA state certified teacher with and early childhood education endorsement
- At least two years' experience working with diverse populations or in a Tribal community preferred.
- Understanding of Quileute culture and the La Push community preferred.

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principal 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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