**JOB DESCRIPTION**

**POSITION:** Early Head Start Home Based Teacher **2 Positions**

**LOCATION:** Red Cliff Early Childhood Center

**PROGRAM:** Early Head Start

**WAGE:** $10.00 to $14.00 per hour depending on qualifications and experience

**THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION**

**SUPERVISOR:** Head Start-Early Head Start Director

**JOB SUMMARY:** Primary responsibility is to provide weekly high quality, educational home-based services to a maximum of 12 Early Head Start families, which includes infants and toddlers 0 – 3 and pregnant women. Home visits are provided primarily during weekday and daytime hours, with occasional late afternoon or early evening home visits if necessary. Job duties require planning and implementation of home-based option which reflects best practices while incorporating Ojibwe language and culture into curriculum.

**DUTIES AND RESPONSIBILITIES:**

1. Must satisfactorily complete *New Home Base Teacher Training* checklist during first 75 days of employment.
2. Conduct minimum of 1½ hour weekly home visits for each Early Head Start home-based family as well as each prenatal woman as stated in Federal Performance Standards, with minimum requirement of 46 home visits per family per program year.
3. Plan and implement home-based activities which are age appropriate and that enhance infant and toddlers’ social/emotional, physical, cognitive development, overall child development, and parenting/prenatal education for pregnant women.
4. All EHS Home Based teachers will collaborate together to provide up to 22 group socializations per year for Early Head Start children and their parents to allow for age-appropriate peer group interaction with parent involvement. This could include play groups, group meetings, parent-child interactions which are held during the day or early evening.
5. Responsible for working with each family to develop a Family Partnership Agreement in accordance with Head Start Federal Performance Standards.

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6. Must attend two annually Coordinated Service Team meetings scheduled for your 12 families.
7. Must complete weekly lesson plans, weekly observations and child assessments throughout school year.
8. Responsible for recordkeeping on Child Plus, Teaching Strategies’ Gold, and maintenance of weekly Creative Curriculum home-based files, and documenting resource or referral for delivery of other services as needed.
9. Mandatory depression screen training to screen prenatal and postpartum mothers.
10. Mandatory first aid and CPR certification training within six (6) months from date of employment. Program will cover costs.
11. Provide program statistics annually for the Head Start Program Information Report (PIR) and other reports.
12. Work with tribal, community, and county service providers in order to provide necessary services to the EHS home based child, their parents and any pregnant women enrolled in the program.
13. Documentation of all home visits and contacts with families as well as other required program information.
14. Develop and maintain a professional relationship with families enrolled in Early Head Start as well as must maintain confidentiality of all child/family information and records.
15. Collaborate with other home based staff, parents, and community resources to incorporate Ojibwe language and culture into home-based activities and curriculum.
16. Reinforce positive self-image, pride, and cultural identity with both the parents and the infants/toddlers during all activities.
17. Must attend and participate in home base staff meetings, all staff meetings and ECC Policy Council meetings if requested as well as participate in job related training as required.
18. Any program equipment, cameras, IPADS, or any other supplies purchased or obtained by the EHS program must remain within the EHS Home Based offices, and cannot be used outside of the Early Childhood Center unless you have prior express permission by the Director to use outside of the center. Violations of this policy can result in disciplinary action.
19. Adhere to all EHS/ECC policies and procedures and ensure that Head Start Federal Performance Standards are being met.
20. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or as deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE: Knowledge of Ojibwe language and culture preferred. Knowledge of the uniqueness of the Red Cliff Community preferred.

QUALIFICATIONS:
EDUCATIONAL QUALIFICATIONS
1. High school diploma, HSED or GED required
2. Can have a minimum of a home-based Child Development Associate (CDA) credential or

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equivalent coursework as part of an associate’s or bachelor's degree

3. Associate Degree in Early Childhood Education or related degree preferred

4. Applicants may be considered if currently enrolled in an early childhood education or related field degree program or has completed any early childhood education coursework previously and is willing to enroll in a degree program within probationary period.

OTHER QUALIFICATIONS:
1. Prior experience in home visitation services, counseling/guidance, or family service/human service field preferred.

2. Demonstrate competency to plan and implement home-based learning experiences that ensure effective implementation of the home visiting curriculum and promote children’s progress across the standards described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five, including for children with disabilities and dual language learners, as appropriate, and to build respectful, culturally responsive, and trusting relationships with families.

3. Excellent oral and written communication skills and knowledge of local community resources.

4. Cultural sensitivity to Ojibwe culture, Native American beliefs, values, community mores.

5. Must be able to work some nights if needed for ECC Family nights or home-based socializations or late afternoon home visits if requested.

6. Must have a valid driver’s license, vehicle and appropriate vehicle coverage and maintain driver’s eligibility as a condition of employment. Be eligible to be put on the tribe’s vehicle insurance policy.

PERSONAL CONTACTS: Students and their family members, ECC staff, Community Members.

SPECIAL REQUIREMENTS: Also required are: five year health exam, initial TB test and annual TB questionnaire, immunizations including Hepatitis B (or sign waiver), mumps vaccine (or waiver or proof of immunization) and required trainings such as confidentiality, CPR, Shaken Baby Syndrome, Sudden Infant Death (SIDS), etc.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as long as the staff disability does not create an undue risk of injury to any enrolled children in the home-based option.

Must be physically able to work with young children and must be able to regularly lift and/or move up to forty pounds; occasional lifting of fifty pounds is required. Required to stand, walk, climb or balance, stoop, kneel, crouch or crawl when working with small children and parents in the home. Required to use hands to finger, handle or feel objects, keyboards, tools or controls, reach with hands and arms, speak and hear, and ability to operate keyboard (computer).

WORK ENVIRONMENT: Red Cliff Early Childhood Center facility. Student homes for home visits. All Tribal buildings are smoke free.

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**TRAVEL REQUIREMENTS:** The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

**BEHAVIOR AND ATTITUDE:** The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Image or Name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all applicants will be considered.

This job description is subject to change at employer’s discretion, after consultation with the employee.

**APPLICATION SUBMITTAL REQUIREMENTS:** The following items are required for this position:
1. Completed Tribal Application, to include work history and references; available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the Tribal website.
3. Consent to Release Liability and Reference Information Form; available on the Tribal website.
5. Resume, required.
6. Post-secondary transcripts or certifications; if applicable.

**POSTING DATE:** November 29, 2021  
**DEADLINE:** Open Until Filled

**FOR FURTHER INFORMATION CONTACT:**  
Red Cliff Band of Lake Superior Chippewa  
Human Resources Department  
88455 Pike Road  
Bayfield, WI  54814  
[www.redcliff-nsn.gov](http://www.redcliff-nsn.gov)  
[hr@redcliff-nsn.gov](mailto:hr@redcliff-nsn.gov)  
(715)779-3700

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

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All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

All Early Childhood Center employees must submit mandatory criminal background check information to Human Resources Department with application. Per WI Department of Children & Families (DCF) Bureau of Early Care Regulation (BECR), all licensed child care center employees must complete a fingerprint-based background check. Every year thereafter, a name-based background check must be conducted annually or following any conviction occurring after commencement of employment.

(45) CFR Part 1302.90 (b)(6) A program must consider current and former program parents for employment vacancies for which such parents apply and are qualified.

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