JOB DESCRIPTION

POSITION: Head Start/4k Teacher

LOCATION: Red Cliff Early Childhood Center

WAGE: $17.00-$22.00/hour (DOQ), Plus Benefits

SUPERVISOR: Center Director

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

JOB SUMMARY: Complete planning and implementation of educational programming for children three to five years old which ensure school readiness and the integration of Ojibwe language and culture into curriculum/classroom activities.

DUTIES AND RESPONSIBILITIES:
1. Plan and implement developmentally appropriate lesson plans collaboratively with co-teacher that provide a variety of activities designed to enhance children’s social/emotional, physical, educational/intellectual, cultural development and 4k readiness outcomes to prepare students for Kindergarten.
2. Must be willing to complete Ojibwe language and culture classes or training for professional teacher development for incorporation into curriculum/daily activities.
3. Develop individualized, small and large group lesson plans to meet the needs of each child that integrates developmental learning objectives for Head Start and 4K Standards and Ojibwe language and culture in the process. Lesson plans must be reviewed by the Education Specialist monthly and must be posted in the classroom.
4. Develop classroom schedule that must be posted in classroom so parents and substitutes can readily see daily classroom activities.
5. Meet required deadlines for completing observations (weekly), child assessment (3 times per year), and other pertinent child data required in Teaching Strategies Gold.
6. Implement curricular in the classrooms and outdoor learning environment, including Nandagikendan, the ECC’s culturally based curriculum.
7. Coordinate field trips with staff, parents, and community.
8. Establish and maintain practices that will ensure the children’s health and safety. Positive

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reinforcement techniques are utilized by all staff when child guidance/discipline is needed.

9. Assure that all children are supervised by an appropriate supervising adult according to required child to adult ratios and policies. Provide supervision and positive interactions with children in all settings.

10. Direct large group activities and support children’s autonomy during individual, small and large groups. Reinforce positive self-image and promote positive self-esteem through cultural teachings.


12. Sanitation of toys and classroom, including weekly/daily laundry needs.

13. Eat family style meals with children and encourage mealtime as a learning experience according to Head Start performance standards and CACFP guidelines.

14. Conduct home visits and parent teacher conferences at least two times per year or more frequently if needed.

15. Maintain accurate records on daily attendance, daily classroom activities, lunch count, anecdotal notes, individual on-going child assessments, and student progress reports using required forms or the ECC and Bayfield School District.

16. Facilitate involvement of parents, elders, and community members in program planning and implementation. Parent/Family contacts must be respectful of each family’s diversity and ethnic background, using a variety of contact methods including phone, personal, correspondence, and home visits. Provide documentation of these efforts using Child Plus.net software or required forms.

17. Maintain on-going contacts with parents and community members to encourage involvement and participation. Encourage parent involvement with assistance from all staff and provide educational activities that are responsive to the children/family’s needs and interests.

18. Must maintain confidentiality at all times and complete confidentiality training upon hire and annually.

19. Actively participate in Individualized Education Program (IEP) meetings, providing information to specialists and parents that aids in identifying children’s strengths and needs. As part of the IEP team, assist in the development of individual child IEP goals.

20. Plan, gather assessment information and use data to make informed decisions about teaching, individualizing for each child, and monitoring progress toward meeting school readiness goals.

21. Complete developmental screens, ASQ: 3 and ASQ: SE-2, with parents and families within the required 45 days of enrollment.

22. Establish and maintain positive working relationships with the Bayfield School staff, including kindergarten teachers and specialists. Attend and participate in collaborative meetings as scheduled.

23. Must attend and participate in weekly staff meetings, designated family nights, parent meetings, Policy Council meetings (when requested) and participate in training as available and as required.

24. Must work collaboratively with Bayfield School staff to ensure that 87.5 hours are completed each school year for 4k outreach hours.

25. Responsible for getting own substitute when known absences occur.


27. Understand Early Childhood Center and Tribal policies and procedures and enforce them.

28. Consult with mental health professional as scheduled or needed.

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29. Assist in recruitment of children by promoting the benefits of Head Start within the community.
30. Maintain a positive working relationship with co-teacher and other co-workers.
31. Must possess ability to have a flexible work schedule to meet the growing services at the ECC.
32. Must participate in at least 25 hours of continuing ed for each school year and attend all trainings required by ECC and Bayfield School District.
33. 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 deemed necessary by the supervisor.

**KNOWLEDGE:** Knowledge of Ojibwe language and culture highly desirable; cultural sensitivity required.

**QUALIFICATIONS:**
1. A minimum of a Baccalaureate degree in Early Childhood Education/related field is required. A BA degree in Early Childhood Education with DPI license is preferred. If applicant does not have DPI license, steps for obtaining a DPI license will be required.
2. Must possess a strong work ethic and function well as part of a classroom and program-wide team.
3. As a component of the ECC’s continuous program improvement efforts, Head Start teachers are observed using the Classroom Assessment Scoring System (CLASS) at least twice each program year. As a result of these observations:
4. Must be able to self-reflect, change/adapt accordingly
5. Must be willing to continually strive to improve teaching practice
6. Must be willing to take suggestions for improvement and remain focused on developing and maintaining high quality teacher/child interactions across all domains of the CLASS.
7. Additional training or education in early childhood development is highly desirable. Prior early childhood teaching experience (could include subbing) preferred.
8. Experience working with or specialized training pertaining to special needs children highly desirable.
9. Ability to work cooperatively with staff, parents, community members, and other child support systems in the best interest of children is required.
10. Must submit information for mandatory criminal background check to Human Resource department upon application for any ECC position.
11. Must pass health examination, obtain required immunizations/vaccines including TB test, COVID Vaccine (or waiver); Hep B (or waiver); mumps vaccine (or waiver or proof of immunity). Teaching is not a sit-down job; must be physically able to work with young children and must be able to regularly lift and/or move up to forty pounds; twenty pounds overhead and forty pounds from waist to shoulder; occasional lifting of fifty pounds is required and must be able to push/pull up to fifty pounds horizontally.
12. Staff members are responsible for maintaining their own staff files at the ECC.
13. Must adhere to confidentiality policy, Early Childhood Center standards of conduct and Tribal ethics policy serving as a role model in the community.

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PERSONAL CONTACTS: Collaboration with local, state, and national collaborating partners, with emphasis on networking with parents, extended families, and the Red Cliff community.

PHYSICAL REQUIREMENTS: Must be physically able to work with young children.

SPECIAL REQUIREMENTS: Initial health exam, TB test, immunizations including Hepatitis B (or sign waiver), and required trainings such as confidentiality, CPR, SIDS/SBS, etc.

WORK ENVIRONMENT: Primary work environment: Head Start classrooms and Early Childhood Center. Field Trips throughout school year.

TRAVEL REQUIREMENTS: Must be able to attend local, regional, and national trainings as required.

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 name or image 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 qualified 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.
4. Resume, required; cover letter, optional.
5. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: March 7, 2022
DEADLINE: Open Until Filled

FOR FURTHER INFORMATION CONTACT:
Red Cliff Band of Lake Superior Chippewa
Human Resources Department
88455 Pike Road

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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.

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) memo 2014-3, as of 12-31-16 all licensed child care center employees must complete a fingerprint-based background check prior to employment and repeated as required by the Department of Children & Families. Every year thereafter, a name-based background check through the Department of Justice (DOJ) must be conducted annually or following any conviction occurring after commencement of employment.

45 CFR 1301.31 requires preference be given to qualified current or former parents of Head Start/Early Head Start children as position vacancies occur.

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.