



Prenatal to Five Head Start
 Daybreak Star Indian Cultural Center
 Post Office Box 99100, Seattle, WA 98139
 Phone: (206) 285-4425 Fax: (206) 282-3640

JOB ANNOUNCEMENT

JOB TITLE:	SUBSTITUTE LEAD TEACHER		
PROGRAM:	Head Start	FLSA STATUS:	Non Exempt
LOCATION:	Daybreak Star Indian Cultural Center	WORK SCHEDULE:	On call/Part-time (6 hours per day)
REPORTS TO:	Education & Disabilities Manager	PAY RANGE:	Starting @ \$17.00

The United Indians of All Tribes Foundation (UIATF) is a non-profit organization working to provide vital social, cultural, and educational services to Seattle’s American Indian/Alaska Native community.

The Lead Teacher implements a comprehensive half-day pre-school program for three to five year old children. This position is responsible for classroom management, curriculum planning, collaborating with staff members, parent involvement and documentation of educational services.

ESSENTIAL DUTIES:

- Work as a team player to create and maintain a positive learning environment.
- Maintain communication between school and families.
- Promote, develop and maintain a safe and pleasing environment for the children who facilitate their ability to grow physically, socially, emotionally and intellectually.
- Provide supervision of TA/BM with report to Education & Disabilities Manager.
- Record observations of children; create portfolios of children’s work and document developmental progress of children.
- Construct a daily schedule of classroom routines and activities. Plan and prepare lesson plans that include health and nutrition activities following Head Start Performance Standards.
- Adapt curriculum to address and meet individual goals for children as identified in their individual education plans, including a multi-cultural environment which meets the needs of every child, including those with pre-existing plans and disabilities.
- Assure general cleanliness, maintenance and security of classroom; assist with inventory of equipment and supplies.
- Conduct home visits and parent/teacher conferences
- Coordinate with the Family Services team child screenings.
- Attend and actively participate in a variety of meetings, classes and workshops, to ensure knowledge of early childhood development and program standards.
- Utilize information systems to support child and family and agency outcomes by Documenting baselines and ongoing assessments in Galileo according to our Head Start benchmarks.
- Assist in supervising classroom volunteers.
- CACFP-OSPI: Facilitate family-style dining for children, collect point of service meal counts and accurate attendance reports.
- Maintain accurate records for program documentation, e.g. attendance, in-kind hours, meal counts, child assessments, bus documents, etc.
- Maintain confidentiality in all record keeping and reporting.
- Must communicate well with your Assistant Teacher/Bus Monitor Supervisor and/or Director upon request.
- Must provide copies of all certifications required by Head Start Act Performance Standards, within the time due.
- May require occasional weeknight and/or weekend hours.
- Other duties as assigned

QUALIFICATIONS:

- A bachelor’s degree or an associate degree in Early Childhood Education. (BA or AA in a non related field plus ECE credits equivalent to a major in ECE may be considered.)
- Previous employment knowledge skills & abilities in a preschool program.
- Experience working with diverse ethnic, cultural and economic backgrounds, similar to those of children and families in the Head Start program and broader community.
- Strong written, verbal and interpersonal skills.
- Knowledge of computers, internet and educationally related software programs.
- Pass a criminal history/ background check.
- Possess a valid Washington State driver’s license.
- Reliable transportation.

PREFERRED QUALIFICATIONS

- Competence in various curriculum areas such as music, art, science, pre-reading, storytelling, and language development.
- BA or advanced degree in ECE.
- 3 Years supervisory role in ECE or Non Profit Organization.

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics 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.

While performing the duties of this job, the employee is not exposed to weather conditions. The noise level in the work environment is usually moderate.

<p>JOB POSTING DATE: Internal Job Posting: 8/2/11 Circulation to the Public: 08/9/11 CLOSING DATE: 1/13/12</p>	<p>APPLICATION PROCEDURE Submit cover letter and resume to: Email: jobs@unitedindians.org</p>
<p>Compensation: Starting \$17 per hour DOE, plus excellent benefit package provided</p>	<p>APPLICATIONS FOR EMPLOYMENT can be obtained at: Daybreak Star Indian Cultural Center: Chrissy Harris Or www.unitedindians.org: Get involved/jobs/completed application</p>
<p><i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>	<p>COMPLETED APPLICATIONS SUBMITTED TO: jobs@unitedindians.org, or Attention: Chrissy Harris, Administrative Assistant United Indians of All Tribes Foundation Daybreak Star Indian Cultural Center PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640</p>