



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 Mohave Road  
Parker, Arizona 85344

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## VACANCY ANNOUNCEMENT

**November 12, 2019**

**#39-19**

Department: CRIT Head Start  
Position: Teacher (Non-Exempt)  
Reports To: Head Start Education Coach  
Salary: \$15.60 - \$18.00 per hour

### Job Summary:

The Head Start Teacher provides high-quality early education and child development services, including for children with disabilities, that promote children's cognitive, social, and emotional growth for later success in school. Teachers embed responsive and effective teacher-child interactions and must implement a research-based curriculum, and screening and assessment procedures that support individualization and growth in the areas of development described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five and support family engagement in children's learning and development. Teachers must also deliver developmentally, culturally, and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills, and creative art to deliver such high-quality early education and child development services.

### Duties & Functions:

1. Take the lead role in planning, preparing, and conducting classroom activities for assigned children.
2. Take the lead role in developing and implementing individual child's program plan in assessing child outcomes.
3. Take the lead role in preparation of all required program documentation, including lesson plans, child screenings, child assessments and child portfolios.
4. Conduct required child screenings.
5. Assure that all assigned children are appropriately supervised on a daily basis and that concerns are referred to appropriate staff as per Program procedures.
6. Provide day to day supervision/training of assigned Teacher Assistant and work in partnership with Education Specialist to develop performance evaluations of Teacher Assistants.
7. Develop and maintain positive relationships with classroom parents as their child's primary educator.



8. Participate in staff meetings, local and out of town trainings.
9. Participate in overall Program assessment activities
10. Conduct child screenings on a routine basis as required by the Program.
11. Develop individual child program plans in partnership with the child's parents and monitor and document the child's progress.
12. Plan weekly lessons based on the needs of all assigned children.
13. Monitor and document all assigned children's progress as per the Program child outcomes procedure.
14. Produce a GOLD assessment report three times per year per child following the child outcomes. Meet with the parents to share child progress.
15. Complete all required paperwork for child attendance and injury/illness monitoring.
16. Responsible for the general supervision, management and planning for children between the ages of 3 through 5 of your classroom, using the screening results and observations to provide an individual plan for each child, and to provide activities and inclusion of the Individual Education Plan for special needs children.
17. Conduct parent meetings and work in partnership with elected Policy Council Representative and Alternate to ensure effective communication with all classroom parents.
18. Work in partnership with Teacher Assistant to plan, implement and monitor the Program curriculum.
19. Participate in all required meetings related to assigned children, such as the mental health observation feedback sessions.
20. Make prompt referrals regarding assigned children to the appropriate staff person as per the Program procedures.
21. Send home a summer educational packet at the end of school year for parents to work with their child.
22. Complete an inventory on all Head Start property in their assigned classroom.
23. Submit articles for the monthly Parent Newsletter to the receptionist by due dates.
24. Assist in the annual job performance evaluation of the assigned Teacher Assistant.
25. Maintain positive working relationships with all Specialists ensuring that Program Goals are met as they relate to the Classroom, parent education or the sharing of information, all in a timely manner.
26. Attend Regular scheduled Classroom/Parent Meetings, to present Educational content/share monthly curriculum/receive parent ideas for classroom activities.
27. Maintain files on the children that include: emergency cards, attendance, assessment results and observations, consultant reports, Individual Program Plan, copy of home visit reports and required pages from the Health history or intake forms.
28. Train Teacher Assistant in all aspects of classroom work to include: planning and presenting curriculum, developing materials, assessing children and developing Individual Program Plans and the use of teaching materials.
29. Plan for and participate in periodic home visits that must include at least 4 to each family in a program year and of which at least 4 must be of an education nature.
30. Participate in necessary training, workshops and meetings as directed by Supervisor or Administration.
31. Coordinates and cooperates with consultants and specialists with items relevant to the center and children, assuring maximum use of services and resources they bring.
32. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.
33. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.



Required Skills and Abilities:

1. Annual physical exam and TB skin test.
2. Obtain Hepatitis A & B immunization.
3. Must Have Reliable Transportation
4. Knowledge of and appreciation for minority cultures and persons from low income families.
5. Demonstrated ability to work effectively as a team member.
6. Ability to communicate in a positive tone.
7. Possess a positive work attitude and assist when needed.
8. Must have sincere interest in children and parents and their needs.
9. Ability to adapt to Federal and Tribal mandates.

Education & Experience Requirements:

1. Baccalaureate Degree in Early Childhood Education, or in the case where the applicant does not possess the Baccalaureate degree in Early Childhood Education, the applicant must enroll in College courses and work towards a Bachelor's Degree in Early Childhood Education or Child Development.
2. Minimum qualification of Associates of Arts/Associate of Applied Science degree in Early Childhood Education.
3. Two years classroom teaching experience in a preschool setting.
4. Head Start teaching experience highly preferred.
5. Must have a valid CRIT Food Handler's Card or ability to obtain within 90 days of probationary period and must remain current.
6. Current valid state issued driver's license is required for employment
7. Must have a valid First Aid/CPR card or ability to obtain within 90 days of probationary period and must remain current.

Physical Requirement:

1. Be able to stand at least eight (8) hours.
2. Must successfully complete a drug screening test prior to appointment.
3. Physically able to perform duties assigned. Involves physical activity, bending and lifting up to 50 lbs, walking and going up and down steps.
4. Occasionally work extended shifts as assigned, some weekends and holiday.

Tribal and Indian Preference:

The Colorado River Indian Tribes has implemented a Tribal / CRIT Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Colorado River Indian Tribes will be given primary preference in hiring and employment for this position. Let it be known that Tribal preference is integrated into the interview and scoring process for candidates for job positions.

OTHER:

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent.



This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing per the CRIT Employee's Handbook, Substance Abuse Policy.

*Disclaimer:* The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

**For Employment Application visit:** <http://crit-nsn.gov>

**Submit completed application to:** **CRIT Human Resource Department**  
**26600 Mohave Road**  
**Parker, Arizona 85344**

**APPLY:**

**COLORADO RIVER PREFERENCE:**

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

**C.R.I.T. Offers**

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

