Five Sandoval Indian Pueblos, Inc.
Position Classification and Description

FIVE SANDOVAL INDIAN PUEBLOS, INC.

POSITION TITLE: Lead Teacher
CLASSIFICATION: Non-Exempt
DEPARTMENT: Head Start Program
SUPERVISOR: Education/Disabilities Coordinator
GRADE: NE 6
HOURS/SCHEDULE: Nine months, 8 hours per day, Monday-Friday, 3 month furlough status, plus monthly Head Start Parent Committee Meetings, required training and pre-service.

POSITION SUMMARY:
Head Start Lead Teacher demonstrates competency to perform functions that include: responsibility for pre-planned classroom activities with Teacher Assistant, administer planned instructional activities and evaluate children as directed . Responsible for the following:

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

(A) the planning and implementing of learning experiences that advance the intellectual and physical development of children, including improving the readiness of children for school by developing their literacy, phonemic, and print awareness, their understanding and use of language, their understanding and use of increasingly complex and varied vocabulary, their appreciation of books, their understanding of early math and early science, their problem-solving abilities, and their approaches to learning;
(B) establishing and maintaining a safe, healthy learning environment;
(C) supporting the social and emotional development of children; and
(D) encouraging the involvement of the families of the children in a Head Start program and supporting the development of relationships between children and their families.

ESSENTIAL DUTIES AND RESPONSIBLITIES:

- In conformance with Head Start Performance Standards, Lead Teacher is responsible for creating a successful learning environment that promotes the social, emotional, physical and cognitive growth and development of Head Start children and families, works with all program components (health, nutrition, family support, mental health, language) to integrate educational goals and developmentally appropriate practices including a culturally sensitive curriculum. In addition, teachers also prepare children for a successful transition into the public school system.
- Lead Teacher performs the following functions: 1. Provide comprehensive services and classroom experiences that meet individual needs of students. 2. Ensure proper application and interpretation of policy and procedures including FSIP, Inc. Policies and Procedures. 4. planning and carrying our program objectives and activities.
- Report to work at scheduled times, shift to be determined by supervisor. Perform all duties in a safe, timely, and professional manner. Participate with a positive attitude and behavior in all program activities. Maintain regular attendance.
- Meet all classroom responsibilities and supervise, mentor and evaluate other teachers. Ability to read, speak and write with proficiency in English language.
- Provide assistance with day-to-day classroom management; provide feedback to cooking staff, and classroom volunteers.

- Ensure policy and procedures are properly applied and interpreted by all teachers.
- Knowledge of traditional form of government and pueblo customs and traditions.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and a sincere desire to provide support and assistance to Head Start community.
- Ability to analyze task, define problem, collect data, adopt appropriate course of action and set and meet deadlines. Ability to prepare legible reports.
- Ability to interpret applicable federal, state, county, local and tribal laws, regulations, requirement ordinances and legislation.
- Must maintain confidentiality.
- Develop and monitor individual staff training plans. Assess training needs and participate in planning in-service trainings in conjunction with Head Start coordinating staff.
- Participate in curriculum development and recommend necessary changes or adaptations in order to promote a developmentally appropriate and culturally-sensitive curriculum. Meet weekly with teaching staff regarding lesson plans and classroom management.
- Plan and provide a comprehensive program including implementation of Creative Curriculum and Head Start Performance Standards including an Individualized Education Plan (IEP.)
- Work in a team setting with all staff to determine and meet individual needs of children. Design and implement plans that will expose children to meaningful experiences. Ensure approved developmental screenings and other screenings are completed for each child within the first 45 days of child's entry into Head Start services.
- Actively participate in staff meetings, case management meetings, and in-service trainings. Consult with appropriate service providers, consultants, and staff regarding child concerns.
- Conduct at least two home visits and two parent/teacher conference with each child's family per year, according to program schedule, policies and procedures.
- Completes monthly reports including attendance, incident, lesson plans and others in a timely manner and submit to Head Start Administrative office before deadline.
- Greet parents, children and all visitors pleasantly and appropriately, ensuring a welcoming environment and a smooth transition into classroom. Maintain regular and on-going written and oral communication with parents, co-workers and others in a professional manner.
- Provide learning activities parents can do at home with their children to support the curriculum and the child's learning. Encourage parents to become involved in workshops, training, family fairs, Parent Committee Meetings, and other Head Start activities.
- Provide assistance to Teacher Assistant to maintain and monitor accurate child attendance records, USDA food records/reports, in-kind reports and other record keeping and reporting as required.
- Assist with planning and participate in monthly classroom Parent Meetings with parents. In conjunction with parents, plan and participate in transition ceremonies, Christmas program and other parent activities.
- Continue professional growth by participating in ongoing ECE education, training programs, and workshops/conference, as budget allows.
- Perform other duties as assigned that are reasonably within the scope of duties listed above.

MINIMUM EDUCATION QUALIFICATIONS

Based on Statutory Degree and Credentialing Requirements for Head Start Teaching Staff (ACF-IM-HS-08-12)
Issuance Date: 08/19/2008

Must have successfully completed the 45-Hour class and:
(i) a baccalaureate or advanced degree in early childhood education; or
(ii) a baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.

Individuals must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PREFERRED EDUCATION QUALIFICATIONS: A Baccalaureate degree in early childhood education; or a baccalaureate degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.

KNOWLEDGE, ABILITIES, SKILLS AND CERTIFICATIONS:

PHYSICAL AND MENTAL REQUIREMENTS: Conflict resolution skills, assertive, able to form alliances and partnerships with staff and public. Strong desire to succeed. Patient, kind, creative, resourceful. Strong problem resolution skills. Demonstrated ability to work in team environment. Excellent planning, written, verbal communication and organizational skills. Able to manage multi-tasks. Must be able to cope well under stress. Fosters team building through encouragement, shared decision-making and support.

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 frequently required to sit; stand; stoop; bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs; run. 1 to 2 hours per day spent in strenuous physical activity, lifting up to 50# two or three times in an 8-hour day.

LICENSING/CERTIFICATION REQUIREMENTS: Valid Driver's License and be insurable through FSIP, Inc. insurance carrier. Maintain or must obtain within 90 days of employment: current CPR/First Aid certification and Food Handler's card. Negative TB screening. Must pass criminal background check. Must pass current physical exam.

ABILITY TO OPERATE EQUIPMENT/TOOLS: Computer knowledge including Microsoft Word and responsible use of the Internet. Knowledge of operation of typical office equipment, such as phone system, copier and fax machine, and classroom tools.

Head Start Administrator	**Date**
Policy Council Chair	**Date**
Human Resources Director	**Date**
Executive Director	**Date**