



**THE COQUILLE INDIAN TRIBE
CLOSES FRIDAY, NOVEMBER 18, 2016 AT 5:00 PM**

Job Title: LEAD TEACHER/EDUCATION COORDINATOR/ERSEA SPECIALIST
Department: Community Center
Reports to: Head Start Director
FLSA Status: Non-Exempt – Full Time, 40 hours per week for 52 weeks per year
Salary Grade: \$19.18 to \$24.55 per hour

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

JOB SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Head Start Director, the Teacher/Education Coordinator/ERSEA Specialist is to assist the /Head Start Director in providing the best possible classroom experience for all children in Head Start and to provide a curriculum that is outcome-based and meets the requirements of the performance standards. This position is responsible for all child assessments and home visits. The Teacher/Education Coordinator/ERSEA Specialist is responsible for the direct supervision of the Teachers Assistant and Classroom Assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Classroom Activities

1. Maintain a physically and emotionally safe, orderly environment.
2. Follow a consistent schedule providing a balance of activities.
3. Develop and implement lesson plans that incorporate developmentally appropriate materials and activities that promote social, emotional, cognitive and physical growth.
4. Individualize curriculum to meet the needs of each child, including children with disabilities.
5. Implement curriculums outlined in the work plan.
6. Classroom preparation and clean up.
7. Participate in daily classroom activities and routines, including field trips.
8. Model/use positive interaction with children, including verbal and body language.
9. Use developmentally appropriate practices.
10. Work to ensure good self-concept in all children.
11. Help parents integrate into classroom.
12. Model behavior management skills.
13. Maintain confidentiality.
14. Interact appropriately with parents.

Education Coordination Responsibilities

1. Plan a curriculum that is responsive to the needs of the individual child as well as the needs of the class.
2. Provide a curriculum that is outcome based.
3. Perform the creative curriculum based assessment three times a year.
4. Maintain children's records.
5. Write anecdotes
6. Complete and develop kindergarten readiness goals

ERSEA: eligibility, recruitment, selection enrollment and attendance Specialist responsibilities

1. Enrollment: Monitor enrollment status and ensure full enrollment throughout the grant year.
2. Maintain waiting list, follow program policies and point system for enrollment.

3. Recruitment: Up-date and distribute recruitment information, including flyers, newsletter articles, letters and other information within the service area.
4. Selection: Review the submitted applications using the point system to determine eligibility.
5. Attendance: Monitor daily and monthly attendance. Work with the Disabilities, Health and Family Services Coordinator for individualized attendance and family plans. Report attendance on a monthly basis to the Director.
6. Provide annual training to head start staff.

Individual/Team Participation

1. Maintain a positive attitude regarding the Head Start Program and philosophy.
2. Model behaviors that demonstrate an understanding, acceptance and welcoming of diversity.
3. Maintain respect and positive communication regarding all children and families.
4. Accept suggestions and guidance from supervisor.
5. Share pertinent information on children and families.
6. Attend in-house trainings.
7. Attend staff meetings and other meetings as notified.
8. Commit to further training as identified in individual training plan.
9. Perform other jobs as designated by supervisor. Alternate hours and days may be required.

Home Visits/Conferences

1. Provide two home visits per year for each family.
2. Support parents as the primary educators of their child.
3. Complete developmental assessment and goal setting tools as outlined in the work plan.
4. Emphasize fluency in the languages spoken by the families who are served by the program.
5. Conduct two parent conferences per year addressing their child's development and establish educational goals.

The above statements reflect the general duties considered necessary to describe the principle functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers. Frequent kneeling, bending, stooping and raising from the floor level while interaction with children is required. Often requires walking, standing, sitting for extended periods of time, raising or lowering objects, and occasionally requires lifting up to 50 pounds. Must be physically able to regularly kneel, bend, stoop and sit on the floor. Must have the ability to stay calm and make decisions in emergency situations. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Ability to make decisions independently in accordance with established policy and procedures.
2. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and sensitive situations.
3. Ability to plan, oversee, and evaluate the activities of others.
4. Knowledge of the principles and practices of early childhood development, health, safety and nutrition.
5. Effective family strengthening practices within low-income and at-risk families.
6. Knowledge of human development and mental health.

7. Knowledge of social services and mental health resources available in the community.
8. Ability to learn, understand and implement the requirements, policies and procedures of the Coquille Tribe Head Start Policy Council and the Head Start Program.
9. Establish and maintain respectful, effective working relationships with staff, children and parents, and community partners.
10. Possess awareness and sensitivity of Native American traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
11. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations. A breach of confidentiality or fraud is grounds for immediate dismissal.
12. Ability to read and understand complex documents and manuals, as well as the ability to write such documents for use by others.
13. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of The Coquille Indian Tribe.
14. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
15. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.

REQUIRED MINIMUM QUALIFICATIONS

- A. Associates Degree in Early Childhood Education, Family/Social Services or in a related field required. If holding an Associate's degree in a field other than Early Childhood Education, must obtain CDA certification within two (2) years of employment.
- B. Bachelor's Degree in Education, Family/Social Services or in a related field strongly desired.
- C. Previous experience working with preschoolers for at least one (1) year required.
- D. Current CPR/First Aid Certification required or the ability to obtain certification within 90 days of employment.
- E. Current Food Handler's Card required or willingness to obtain certification within 90 days of employment.
- F. Knowledge of the principles of child health, safety and nutrition required.
- G. Ability to maintain confidentiality required.
- H. Experience with preschool curriculum planning, creative curriculum and knowledge of child plus software preferred.
- I. Family service/home visit experience preferred.
- J. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
- K. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.

Visit www.coquilletribe.org for an application

Or

Contact HR at 541-756-0904.

Submit completed applications to:

Human Resources Director

Coquille Indian Tribe Administration Offices

3050 Tremont St. North Bend, OR 97459