

Employment Announcement: PRNL – 14-12

Opening Date: October 22, 2013
Closing Date: Open Until Filled

Position: Lead Teacher (4)
Immediate Supervisor: Master Teacher
Condition of Employment: Regular Full-Time
Salary: Grade 16 (\$16.16)

ORGANIZATIONAL LOCATION & DUTY STATION: This position is located at the Educare Building located in Winnebago, Nebraska 68071

HOW TO APPLY: Applicants must submit the following applicable documents to: Winnebago Tribe of Nebraska. **ATTENTION:** Personnel Office, P.O. Box 687 Winnebago, Nebraska 68071. For further information on this vacancy, call Patricia Medina, Personnel Officer at 402-878-3128. Applicants must submit a letter of application for the SPECIFIC position applied for, with a complete resume or a letter of application with a completed application form and two (2) letters of reference. If claiming Indian preference, verification of Indian quantum and or veteran status must be confirmed. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.** Applications and required documents must be received by the Personnel Office **NO LATER THAN THE CLOSING DATE: FAILURE TO SUBMIT THE REQUIRED DOCUMENTS BY CLOSING DATE WILL RESULT IN NOT BEING CONSIDERED FOR THE POSITION.**

NATURE OF WORK:

Educare of Winnebago is a collaborative partnership between the Winnebago Tribal Council, Winnebago Head Start and Winnebago Public Schools. The mission of Educare is to promote school readiness by enhancing the social and cognitive development of children ages 0 to 5 through the provision of evidence-based education, health, nutritional, social and other services to enrolled children and their families.

The Lead Teacher is responsible for the planning, implementation and coordination of a comprehensive early childhood education program. The Lead Teacher ensures the education program is developmentally appropriate and meets children's individual needs as well as program standards of Educare of Winnebago, Office of Head Start, and the Nebraska Department of Education.

MAJOR RESPONSIBILITIES AND KEY TASKS:

Child Development:

- Observe, assess and document each child's skills, behavior, growth and development.
- Provide opportunities for children to experience success and increase their self confidence.
- Develop and individualized educational plan for each child.
- Identify children with possible developmental delays with the Master Teacher, refer them for additional evaluations as required by the Winnebago Public School District and/or community agencies.
- Contribute to and participate in child and family reviews, Mental Health staffing, and/or Individualized Education Plans/Individualized Family Service Plan meetings.

- Assist the child and family as child transitions from the infant and toddler program to the preschool program and from the preschool program to kindergarten.
- Build positive relationships with all children and their families in the classroom.

Classroom Management:

- Develop and maintain an attractive, stimulating and healthy learning environment.
- Encourage children to be independent in their selection of activities.
- Ensure that all children are under appropriate supervision and guidance at all times.
- Utilize Positive Behavior Supports strategies and interventions.
- Encourage children to develop self-regulation skills.

Curriculum:

- Plan and implement developmentally appropriate classroom activities that will enhance the (1) language and literacy development, (2) cognition and general knowledge (3) approaches toward learning (4) physical well-being and motor development and (5) social and emotional development of each child.
- Participate in interpreting and analyzing assessment results and utilize data to plan individual and classroom experiences as well as intentionally share information with families.
- Develop lesson plans with goals, objectives, activities and outcomes for children and implement them intentionally.
- Create documentation panels on a regular basis to make the learning that the children are experiencing visible to parents and visitors.

Parent Involvement:

- Schedule and meet with parents regularly about their child's progress, including at least two (2) Parent/Staff Conferences and two (2) home visits per year.
- Collaboratively plan with Family Support Staff to facilitate monthly informational/activity meetings for parents for the purpose of sharing data with families and responding to their identified interests and/or needs.
- Encourage parent participation in program activities and in implementing education activities for their children at home and in the community.
- Communicate with parents (informal conversations, newsletters, personal notes) regarding his/her child's involvement in classroom activities and progress towards learning goals.

Classroom Leadership:

- Participate in regular reflective supervision with the Master Teacher.
- Identify professional development goals, participate in ongoing professional development implement new strategies learned.
- Participate in the coaching process with the Master Teacher to promote continuous improvement in one's instruction.
- Provide leadership for the classroom team (e.g., plan for and lead team planning sessions, monitor teammates observation notes and appropriate goal identification, advocate for and support best practices in the classroom).
- Supervise student teacher, practicum students, and volunteers as needed.
- Serve as a mentor/model to Associate Teacher and Teacher Aide.
- Maintain confidentiality in regards to each child and family.
- Complete necessary paperwork, including developmental assessments, lesson plans, newsletters, incident reports, etc., on a timely basis.

OTHER:

- Maintain daily attendance and USDA food counts.
- Perform other duties as assigned within the scope of the job description.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Minimum of a Bachelors Degree in Education (Early Childhood preferred) and a Nebraska Teaching Certificate with an endorsement in Early Childhood Education, Early Childhood Special Education, Preschool Disabilities, or Early Childhood Education Unified per NDE Rule 11.
- Two (2) years early childhood experience in a center-based setting preferred.

ESSENTIAL SKILLS/ABILITIES REQUIRED:

- Knowledge of curriculum, principles and best practices of early childhood education.
- Ability and willingness to remain current regarding child development/early childhood education practices.
- Willingness to participate in Educare's commitment to continuously review, analyze and apply findings from local and national evaluations to current program design.
- Ability to work as a cooperative and supportive member of an interdisciplinary team.
- Ability to establish supportive relationships and form an alliance with staff and families from diverse backgrounds on behalf of children.
- Ability to effectively communicate, verbally and in writing, in a manner that demonstrates and fosters cooperation, respect, concern and openness to change.
- Ability to physically interact with children including the ability to walk or run quickly, kneel or sit on floor, bend and lift, walk over rough and uneven ground, while in or outside of facility.
- Organization skills with the ability to manage time and multiple priorities.
- Ability to collaboratively problem-solve.
- Maintain boundaries and performs all duties in an ethical and professional manner.
- Complies with all confidentiality regulations as required.
- Knowledge of state child care licensing requirements.
- Ability to obtain First Aid and CPR certification.
- Ability to operate a computer and office equipment, including but not limited to, a telephone, fax machine, and copier.
- Ability to lift, carry and move center/classroom equipment and supplies and/or bulky objects or children weighing up to 50 lbs.

Under Federal Law, all qualified Indian applicants will receive preference over non-Indian applicants. In the absence of qualified Indian applicants considerations shall be given to applicants without regard to race, color, religion, sex, national origin, age, marital, or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

All applicants will comply with 45 CFR 13.01, Subpart D. Section 1301 C and D, which requires all prospective employees to sign a declaration prior to employment regarding all arrests and convictions of child abuse or violent felonies, and to comply with PL 101-630 and PL 101-637 regard criminal record check.

JOB CLEARANCE SIGNATURE

DATE