

<p style="text-align: center;">Kickapoo Tribe In Kansas Head Start Program</p>
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Title: Teacher/Early Childhood Supervisor
Position: Full Time
Location: Kickapoo Head Start
Supervisor: Head Start Director

Teacher/Early Childhood Supervisor

Position Purpose:

To provide a successful, safe and supervised educational setting for children while they are in the Head Start environment (classroom, outdoor play area, and field trips). To promote the social, emotional, physical, and cognitive development of Head Start children. Encourage parent involvement in all aspects of the program. To develop individual goals for children, provide on-going assessment on progress and facilitate transition into kindergarten.

Provides professional expertise in Early Childhood Education and Development, assisting the Director in site monitoring, consultation, training, policy and procedure development, agency collaboration and tracking of Early Childhood Education and Disabilities services.

Essential Job Responsibilities: Performance Indicators:

Prevention and Early Intervention/Disabilities Services (15%)

- Supervise and monitor children at all times.
- Participate in regularly scheduled team meetings to plan for and deliver collaborative services across all components.
- Respond appropriately to crisis or emergency situations that may occur.
- Coordinate special needs staff in the classroom when indicated, developing a collaborative approach that benefits all children in the classroom.

Communication/Consultation (15%)

- Assist the Director in providing appropriate child development, early childhood education information and referrals for staff, parents, and collaborating agencies.
- Assist in collaboration with school districts in developing transition plans, monitoring of services, and other duties as needed.
- Assist in supporting Head Start staff concerning issues of classroom environments, teaching skills, curriculum support and transitioning of children

and their families. This includes, but is not limited to phone, e-mail, written reports, record keeping and tracking of data.

- Assist in the development and distribution of written and web based materials for child, parents, employees and community partners within the areas of: developmentally appropriate practices, child and family literacy, child development, assessment, individualizing, curriculum and learning environments.
- Provide collaborating agencies with regular reports concerning screening, assessments, referrals, etc.

Compliance and Review (15%)

- Assist Director in providing regular site visits to all Kickapoo Head Start Classrooms to monitor the environments, curriculum, and assessments.
- Assist with the coordination of the annual Program Self-Assessment and the follow-up reporting.
- Assist Director with developing and maintaining written policies and procedures that are in compliance with the Head Start Performance Standards.
- Work in collaboration with Director to insure that Child Development services are tracked and accounted for.

Individualization (15%)

- Adapt curriculum to address and meet individual goals for children as identified in their individualized education plans.
- Assess individual and group needs, attending to special needs, specific interests, strengths and concerns.

Curriculum and Assessment (15%)

- Develop and utilize integrated curriculum plans, which reflect mandated elements and components, parental and cultural influences, and promote the social, emotional, physical and cognitive development of Head Start children.
- Follow a consistent schedule, which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities.
- Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice-making; ask open-ended questions and listen respectfully to the answers.
- Establish weekly goals that promote individual and group educational plans and include other Head start components.
- Prepare classroom materials to support developmentally appropriate curriculum plans; create and change learning centers as needed.

Parent Involvement & Community Partnerships (10%)

- Provide an atmosphere that promotes and reinforces parental involvement in the classroom.
- Communicate regularly with parents, regarding each child's progress.
- Conduct the required parent/teacher conferences and home visits for the purpose of assessment and support, and to share information on classroom progress and educational strategies at school and at home.
- Help plan and conduct regular parent meetings with team members. Be in attendance at all parent nights.
- Work with appropriate agencies in developing specialized planning for children and families as needed.

Utilize Information Systems to support child/family and agency outcomes. (10%)

- Document baselines, ongoing assessments in Creative Curriculum
- Document all significant classroom issues, parent contacts and home visits in
- Support Family Advocate in documentation regarding particular concerns with families and children at scheduled staffings.
- Monitor and report child abuse.

Additional Job Responsibilities (5%)

- Assist with breaks, bus monitoring and other classroom needs as requested.
- Attend meetings, trainings and appropriate professional development activities.
- Assure general maintenance and security of facility and assist with inventory of equipment and supplies.
- Track the breakdown of daily activities and submit weekly to supervisor for payroll.
- Other duties as assigned by Director or management...
- Comply with all confidentiality regulations as required.
- Comply with all Kickapoo Tribe in Kansas Regulations, Codes, Licensing and Head Start Performance Standards and Federal Regulations
- Comply with all Civil Rights Laws
- Attend all training and workshops as scheduled to enhance job related skills
- Complete a Training Partnership Plan clearly stating educational goals and objectives – document progress in reaching goals and objectives

All communications are potentially sensitive and are subject to Head Start's policy on confidentiality.

Knowledge/Skills/Experience/Documentation Required:

- Minimum educational requirement of an Associate's Degree in early childhood education or a Bachelor's in early childhood or a Bachelor's in a related field that includes 6 classes focusing on early childhood education/development. Experience in pre-school classroom is required, two years is preferred. Diploma will be required to validate Early Childhood Education degree or transcripts to validate 6 related classes if related Bachelor's Degree.
- Prefer two years experience in pre-school classroom with ability to adapt curriculum to meet the needs of all children including at risk, special needs, gifted, and culturally diverse populations.
- Ability to apply Early Childhood Development theory in daily classroom activities, and adapt to the individual needs of children.
- Ability to set and maintain professional boundaries with families.
- Keyboarding skills, computer literacy and familiarity with various applications such a database, word processing, e-mail and internet.
- Excellent written and verbal communication skills.
- Must have access to transportation for home visits. When driving vehicle must have a valid Driver's License
- Within 30 days of employment must be CPR & First Aid certified
- Employment is conditional pending immediate passing of the Child Abuse & Neglect Background Check Registry and the Criminal History Registry.
- Ability to utilize agency resources, technology and library to appropriately answer questions and provides guidance to staff and parents.
- Ability to train and provide presentations to individuals, small and large groups.
- Working knowledge of local community resources related to specialty area and the ability to collaborate with them.
- Ability to communicate (verbal and written) effectively and appropriately with others.
- Ability to work both independently and in a team environment.
- Sustained concentration and attention to detail and accuracy.
- Ability to prioritize and manage workload and deadlines.
- Excellent diagnostic and problem solving skills
- Demonstrated knowledge/education in child mental health and ability to meet the needs of all children specifically those with challenging behaviors, at risk, gifted and culturally diverse populations.
- Regular sitting, working at computer keyboard and desk, standing to file misc. documents in filing cabinet.
- Occasional bending, stooping and lifting up to 50 lbs.

Physical/Mental Abilities and Processes:

- Frequent significant decisions to assure developmental progress of children.
- Demonstrated ability to supervise pre-school children and ensure a safe learning environment including the ability to monitor and respond to events going on at all times in classroom, outdoor play areas and on field trips. This includes the physical ability to move quickly in order to respond to children who are very active and may need restraint or redirection in order to insure their safety or the safety of others in the environment.
- Ability to respond appropriately (both mentally and physically) to an emergency or a crisis situation.
- Daily kneeling, stooping, bending, and sitting on the floor to attend to children's needs.
- Occasional lifting up to 50 lbs.
- Employment conditional upon results of the following:

Passing Criminal History Registry and the Child Abuse and Neglect Background Check

Passing Drug Screen

Recent Physical, Negative TB Test, and Up-to-Date on Immunizations

Position Information:

- Part Year (40-42 weeks).
- Supervised by Director.

I CERTIFY THAT I HAVE READ THE JOB DESCRIPTION, IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES AS STATED HEREIN.

(Initial you have read)_____

POLICY ON CONFIDENTIALITY:

“I shall respect the privacy of the people we serve and hold in confidence all information obtained in the course of professional services, whether that information is obtained through written records or daily interaction with the person. Therefore, I will not disclose an individual’s confidence to anyone, except: 1) as mandated by law; 2) to prevent a clear and immediate danger to a person or persons; 3) where I am a defendant in a civil, criminal, or disciplinary action arising from the contact; 4) if there is a waiver previously obtained in writing, and then such information may only be revealed in accordance with the terms of the waiver.”

“I shall be responsible to store or dispose of professional records in ways that maintain confidentiality.”

“I shall possess a professional attitude which upholds confidentiality toward the people that we serve, colleagues, applicants and any sensitive situations arising within.”

“I, upon my termination, shall maintain client and co-worker confidentiality and I shall hold confidential any information about sensitive situations within.”

“I understand that violation of this confidentiality statement may be grounds for immediate dismissal.”

Employee Signature

Date

Supervisor Signature

Date

The Kickapoo Tribe in Kansas is committed to a drug-free work environment and requires all employees to participate in an employee drug-testing program as a condition of employment. Indian Preference shall apply as authorized by the Kickapoo Tribal Council.

Privacy Policy:

The Teacher Early Childhood Supervisor shall comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5 USC 522a) (i)(1).

Drug-Free Workplace Policy:

As condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

Indian Preference Policy:

Preference in filing vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

This job description was updated June 21, 2011.