

## COQUILLE INDIAN TRIBE

**Job Title:** Lead Teacher  
**Department:** Culture, Education, and Learning Services  
**Reports to:** Head Start Program Manager  
**FLSA Status:** Non-Exempt  
**Salary Grade:** \$21.38 - \$34.74  
**Location:** Coos Bay/North Bend

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.

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### JOB SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Head Start Program Manager, the Lead Teacher provides the best possible classroom experience for all children enrolled in the Coquille Indian Tribe Head Start and to provide a curriculum that is outcome-based and meets the requirements of the Head Start Performance Standards. This position is responsible for the recruitment and enrollment of new students along with completing all child assessments and home visits. The Lead Teacher is responsible for the direct supervision of the Teacher Assistants.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains a physically and emotionally safe and orderly environment.
2. Creates a consistent schedule providing a balance of activities.
3. Develop and implements 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. Prepares and implements curriculum outlined in the work plan which includes Culture Curriculum.
6. Classroom preparation and clean-up.
7. Participates in daily classroom instruction, activities, and routines, including field trips.
8. Model/use positive interaction with children, including verbal and body language.
9. Provides direction to the other members of the teaching team related to daily schedule and overall structure of the classroom environment and activities.
10. Use developmentally appropriate practices.
11. Help parents integrate into the classroom.
12. Plan an outcome-based curriculum that is responsive to the needs of the individual child as well as the needs of the class.
13. Perform the creative curriculum-based assessment three times a year on the ChildPlus DRDP program.
14. Write anecdotes for students.
15. Complete and develop kindergarten readiness goals.
16. Responsible for end-to-end enrollment process. This includes recruitment, waiting list, program policies and eligibility point systems.
17. Monitor daily and monthly attendance and family plans. Report attendance monthly to the Program Manager.
18. Maintain knowledge of the Performance Standards related to ERSEA.
19. Provide a minimum of two home visits and two conferences per year for each family.
20. Support and engage parents as the primary educators of their child.
21. Complete developmental assessments and goal setting tools as outlined in the work plan.
22. Emphasize fluency in the languages spoken by the families who are served by the program.
23. Other duties, as assigned.

The above statements reflect the general duties considered necessary to describe the principal 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 interacting 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. Occasional climbing or balancing is required. Work is generally performed in a classroom or office setting and occasionally outdoors. 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.

### **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 QUALIFICATIONS**

1. Bachelor's degree in Education, Family/Social Services or in a related field required.
2. Previous experience working with preschoolers for at least one (1) year required.

3. Current CPR/First Aid/AED Certification required or the ability to obtain certification within 90 days of employment.
4. Current Food Handler's Card required or willingness to obtain certification within 90 days of employment.
5. Knowledge of the principles of child health, safety, and nutrition is required. The ability to maintain confidentiality is required.
6. Experience with preschool curriculum planning, creative curriculum, and knowledge of child plus software preferred.
7. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
8. 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.