

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Teacher/ Family Coordinator (Early Head Start)**

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<b>EXEMPT: No</b>	<b>JOB CODE: 4TS T4</b>
<b>TARGET SALARY: \$11.62 to \$13.67/DOQ</b>	<b>SHIFT: Flex</b>
<b>PROGRAM: ECE</b>	<b>LOCATION: Head Start</b>
<b>REPORTS TO: Education Coordinator</b>	

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**SUMMARY:** Provide basic ECE comprehensive education services to the infant and toddlers of our community, through the Early Head Start ECE programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Prepares educational materials for students designed to teach cognitive and motor skills. Develops and obtains instructional materials and projects, for use in the teaching environment.

Conducts a variety of learning activities to teach and reinforce cognitive and motor skills. Instruct children in personal hygiene, eating habits, patience, self-expression, colors, shapes, language, and culture.

Provides orientation on education programs to new classroom staff, parents, and volunteers. Implements lesson plans and schedules to provide staff coverage while program is open. Uses a variety of instructional aids to encourage children to learn through a variety of stimuli through the seven intelligence's.

Maintains anecdotal records on all children in each class consistent with daily documentation of activities.

Provide parents with activities designed to foster the growth and development of each child. Mobilizes parents' interest, and recruits volunteers to participate in structured activities as required by program performance standards. Encourages a friendly, welcoming environment in which this can take place.

Develops, implements, assists and directs staff with all necessary classroom lesson plans in accordance with program performance standards. Coordinates various program activities.

Develops a keen awareness and acceptance of each student by observing, recording and reporting significant individual and group behavior.

Plans, direct and facilitate the Head Start Parent Involvement and Social Services component with the Education Coordinator.

Mobilize parent's interest and recruit volunteers to participate in structural activities as required by the Federal Performance Standards and the program and Head Start Policy Council.

Design and implement programs and activities to encourage parent participation in the Early Head Start program. Prepare the monthly parent newsletter.

Assist in the development of training materials, conduct parent education training workshops, and disseminate education materials and community information and education conference material to parents.

Identify and maintain working relationships with community social services agencies to which families are referred, and document follow-up in files

Make regularly scheduled home visits to assess the needs of the family on a continuing basis, provide necessary referrals and follow-up. Log phone and contacts, summarize in reports.

Track attendance and contact parents to set-up attendance plans if child is consecutively absent.

Establish and maintain proper record keeping for enrollment forms, attendance, progress reports, referrals and follow-up, as well as, contact with outside agencies.

Identify volunteer hours, log hours, and match documentation.

Assists in monitoring according to program performance standards, nutritional value of snacks and meals. Implements a nutritional section into the curriculum.

### **QUALIFICATIONS REQUIREMENTS:**

#### **EDUCATION and/or EXPERIENCE:**

Associate's degree (A.A.) in Early Childhood Education or a current Child Development Associate in infants and toddlers (CDA).

#### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, and parents.

#### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

Must have a current First Aid/CPR certification.

**OTHER SKILLS AND ABILITIES:**

Knowledge of teaching methods and techniques used in instructing preschool children.

Knowledge of the principles of supervision, ability to supervise a small education staff.

Ability to develop and maintain good working relationships with staff, parents and community members.

Must have good organizational skills.

Must maintain the utmost confidentiality in all work, files, pertaining to Head Start Children, their families, and all aspects of this position. This position will be privileged to sensitive information. A Confidentiality agreement will be required to be signed upon hire. Any breach of confidentiality will result in disciplinary action up to termination.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

**PHYSICAL DEMANDS:**

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds.

**WORKING CONDITIONS:**

The work environment is a normal school setting; the noise level ranges from quite to loud, but is usually moderate.

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council  
Human Resources  
P.O. Box 115  
**71 Makah Bay Drive**  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: Tabitha.herda@makah.com

**OPEN: April 10, 2017**  
**CLOSE: April 21, 2017**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.