

**ALAMO NAVAJO SCHOOL BOARD, INC.
POSITION DESCRIPTION**

TITLE: Early Childhood Teacher **EMPLOYMENT TERM:** Academic-Year: Head Start
or Full Year: Early Head Start

DIVISION: Early Childhood **DEPARTMENT:** Head Start or Early Head Start

EXEMPT/NON-EXEMPT: Exempt **FUNDING SOURCE:** Head Start or Early Head Start

SPECIAL CONDITIONS:

1. This position is subject by law to finger printing and must past a rigorous criminal/character background investigation.
2. Must provide documentation of immunity or immunization against tetanus, diphtheria, and measles/rubella, and of tuberculosis status by skin test or x-ray, within thirty (30) days of hiring, and at such additional intervals as may be determined by the immediate supervisor or the ANSB Executive Director.
3. Must always ensure a safe and secure environment for clients and fellow employees
4. In the event there are no qualified applicants with an 8.0 literacy average, the following conditions may apply:
 - a. Conditional employment contract stipulating that person hired must take classes via community services and improve their TABE scores by a minimum of 9 months gain in a contract year.
 - b. The person hired must meet the 8th grade requirement within 3 years of their conditional employment , or they will be terminated.

During the point at which the person hired does not meet the minimum level of reading/writing and communication, they are not eligible for a step or pay increase for experience or performance, Only COLA increases would be allowed.

QUALIFICATIONS:

- AA Degree in Early Childhood Education or related area with a career ladder to attain a BA degree in Early Childhood or related field by September 30, 2013.
- Those persons hired after September 30, 2013 must possess a BA degree from an accredited institution in Early Childhood Education or related field.
- Fluent Navajo and English speakers with the ability to translate at a layman's level.
- Working knowledge of the language(s), traditions, relationships and customs of the Alamo Navajo Community.
- Working knowledge of the physical, economic and social problems of the Alamo Navajo Community, which are likely to affect student progress in school.
- Working knowledge of appropriate inter-personal interactions with colleagues, supervisor, other school staff, students, parents and community members.
- Employees must attain a minimum of nine (9) credit hours per calendar year with a passing grade and an emphasis in Early Childhood education towards degree requirements.
- Employees hired after July 1, 2008 must be able to demonstrate ability to communicate and read at an 8.0 average level as documented by an overall Language Arts Score on the TABE test or equivalent testing instrument unless possessing a master's degree or above. For

**ALAMO NAVAJO SCHOOL BOARD, INC.
POSITION DESCRIPTION**

employees hired prior to July 1, 2008, who are not at this level, employee will be enrolled in workplace literacy through the Division of Community Services to bring their skill development to the described level. The employee will demonstrate a gain of at least 9 months each year reaching the described level of competency within 3 years as documented on his/her performance evaluation. Continuing employees will have this included as a performance criteria on their yearly evaluations.

INDIAN PREFERENCE: Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native Tribal membership who meet the qualifications above, in accordance with the requirements of N.P.E.A. P.L. 93-638 and the Navajo Nation Tribal Code.

ADDITIONAL PREFERENCE:

- **Training Certificates in the Early Childhood Area**

SUPERVISED BY: Education Coordinator

SUPERVISES: Classroom Co Teacher

PAY RANGE: Grade F on the ANSB General Salary Scale with a CDA appropriate to age level.
Grade G on the ANSB General Salary Scale with appropriate AA degree.
Grade H on the ANSB General Salary Scale with appropriate BA degree.

WORKING HOURS: Scheduled by Supervisor

LUNCH HOUR: None - Responsible for eating with children.

POSITION GOAL:

Early Head Start

The purpose for this position is to create a safe and healthy environment where infant and toddlers can thrive. Additional responsibilities include the development and delivery of appropriate learning experiences for students. The development of healthy and lasting relationships with infant and toddlers and their families will also be of primary importance in this position. The Head Start Performance Standards will be used as guidelines to develop a positive and healthy program for all Early Childhood children.

Head Start

The purpose of this position is to create a safe and healthy environment where children 3-5 can thrive. Additional responsibilities include the development and delivery of appropriate learning

**ALAMO NAVAJO SCHOOL BOARD, INC.
POSITION DESCRIPTION**

experiences for students. The development of healthy and lasting relationships with children 3-5 and their families will also be of primary importance in this position. The Head Start Performance Standards will be used as guidelines to develop a positive and healthy program for all Early Childhood children

DUTIES & RESPONSIBILITIES:

1. Supports and efficiently carries out responsibilities in accordance with Alamo Navajo School Board Inc. Policies and Procedures.
2. Supports and carries out responsibilities in accordance with appropriate Performance Standards.
3. Represents Alamo Navajo School Board Inc. in a manner reflecting professionalism working to enhance community understanding of the program.
4. Protects the confidentiality of student and personnel information.
5. Maintains a high personal standard of professional and ethical conduct. Accepts professional responsibility for keeping informed on current educational topics and advancements.
6. Provides learning experiences in content areas and in such other curricular areas as are defined in the Head Start Performance Standards for that particular age level. Provides active learning experiences and follows the content of Head Start curriculum relevant to student's age level.
7. Selects appropriate instructional and supplementary instructional materials, displays and resources for use by students.
8. Uses a variety of instructional approaches, materials and techniques to assure that students have the opportunity to learn to their fullest potential.
9. Implements an on-going analysis and appraisal of student progress while maintaining accurate files and records.
10. Administers standardized test and/or assessment instruments as scheduled and assigned.
11. Refers students for diagnostic testing.
12. Focuses on the development of relationships with students and parents, working together to benefit children's growth and development.
13. Relates and interacts with colleagues, supervisor, other school staff, parents and community members in a professional manner.
14. Assures that classroom materials, equipment, and records are kept secure and free from unwarranted wear and tear or vandalism.
15. Prepares accurate reports, written plans and documents as directed.
16. Make referrals regarding children of concern to the appropriate coordinator.
17. If possesses a CDA working towards getting an AA degree within 2 years, and continues to pursue advanced educational training opportunities and classes to obtain BA degree in Early Childhood.
18. Assists classroom volunteers/visitors in feeling welcomed, comfortable and useful.
19. Maintains all required certificates: first aid, CPR, food handler's permit, physical exam and any other required by Federal agency.

