



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT
****READVERTISEMENT****

POSTING NO: 068-16

OPENING DATE: 05/17/2016

CLOSING DATE: OPEN UNTIL FILLED

POSITION: Head Start Teacher
PAY GRADE: NE9 (\$16.07-\$18.89)

POSTED: IN AND OUT

FLSA STATUS: Non-Exempt

DEPARTMENT: Isleta Head Start/Early Head Start/Child Care Center

REPORTS TO: Education Coordinator

This position is located at the Pueblo of Isleta Head Start/Early Head Start/Child Care Center. Incumbent will provide and coordinate daily early childhood development services and provide a successful, safe and supervised educational setting for children ages three through five years of age.

Minimum Qualifications/Requirements:

- Bachelor's Degree in Early Childhood Development or related field with credit in ECME
- One year experience working in a classroom, Head Start or similar situation preferred.
- TIWA speaking preferred.
- CPR and First Aid Certification preferred.
- Must obtain and maintain Food Handler's Card.

Knowledge, Skill and Ability Requirements:

- Knowledge of principles and practices of early childhood development and care.
- Knowledge of the different stages of child development.
- Knowledge of applicable rules, regulations, policies and procedures related to Head Start.
- Skill in nurturing, motivating, teaching and guiding children
- Ability to supervise and ensure a safe learning environment for children in a classroom setting.
- Ability to plan and track meetings, maintain records and assure the confidentiality of family records and information.
- Ability to respond to and remain calm in an emergency or crisis situations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to perform and analyze child development assessments.

Other Requirements:

Individual selected is subject to the following:

- Must be able to pass a physical examination and TB screening

- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance
- Satisfactorily pass a background investigation, with NO prior convictions of any felonies
- Must comply with the Pueblo of Isleta Drug Free Workplace policies.

PREFERENCE: Tribal preference and Native American Indian preference applies to all Pueblo of Isleta positions.