



Position Title: CCCC Head Start Lead Teacher
Supervisor: Education Director
Opening Date: February 5, 2024
Closing Date: Open Until Filled
Salary: DOQ

QUALIFICATIONS:

- Minimum of an Early Childhood Education Associates Degree; Bachelor's Degree in Education; Bachelor's Degree in Early Childhood Education Preferred.
- Exemplary attendance, positive work habits, leadership, communication skills and commitment to children and Head Start are required.
- Must have strong verbal and written skills and the ability to respond to children's school readiness instruction.
- Experience in classroom schedules, use of curriculum, and the ability to effectively instruct young children.
- Identify if you have been a former or current Head Start parent(s), in accordance with Head Start regulation 1302.90 (b) (6), current or former Head Start parents are given preference for employment for which they are qualified.
- Must plan to participate in the Partnership Project towards a bachelor's degree in ECE.

JOB DUTIES & RESPONSIBILITIES:

- Supervise Teaching Assistants, and other classroom help.
- Establish a professional development plan and seek opportunity for continual growth toward that plan.
- Ensure compliance with Head Start Performance Standards, along with federal and state regulation.
- Act as a responsible employee and consistent educator by demonstrating respectable attendance.
- Plan and implement learning experiences that promote all educational domains of the Early Learning Outcomes Framework and the Creative Curriculum.
- Promote school readiness by planning developmentally appropriate activities that build on children's literacy, phonemic/numeric awareness, language acquisition, parental and cultural influences, and social-emotional progression.
- Develop consistent, stable, and supportive relationships with all students and families.
- Provide an atmosphere that promotes and reinforces parental involvement.
- Participate in all requirements set forth by immediate supervisor that involve, but are not limited to: Teaching Strategies Gold®, CLASS®, ChildPlus®, bi-monthly assessments, and home visits.
- Maintain a comprehensive, ongoing portfolio that includes observations, documentation, and individualization for each child.
- Complete paperwork required by different services areas in a timely manner.
- Implement any IEP and/or 504 plans that have been established for individual children.
- Conduct two (2) home visits per school year to set academic and social-emotional goals, elaborate on the child's development and progress, and assist parents in regards to any potential concerns.
- Practice family-style dining for all three meals as part of the Child and Adult Food Care Program (CACFP) guidelines.
- Establish a positive relationship with teacher/classroom assistants to ensure a peaceful and calm atmosphere for the children.
- Maintain a safe and healthy classroom environment by following all practices set forth by the facilities' management team and school nurse.
- Practice professionalism within the workplace with all colleagues and families.
- Use playground, computers, and SMART boards as an extension of learning.
- Assure that all information pertaining to children, families and staff remains confidential.
- Attends family nights, trainings, meetings, and events that occur both during and outside of scheduled work hours.
- Manages student behavior only through acceptable methods.
- Consistently practices active supervision as a way to ensure child safety.
- Participate in increasing knowledge of Dakota culture and language.
- Other duties as assigned.

2.5.24

Appointment will be subject to the applicant's successful completion of a satisfactory criminal background check and drug screening. CCCC gives preference to qualified Native American's and Veterans in accordance with the Spirit Lake Tribal Employment Rights Ordinance (TERO). CCCC is an EEOC Employer.