

YUROK TRIBE
CHILD CARE TEACHER

Job Title:	Teacher			Job Grade	6
Department	Education	Program Area	Child Care	Location	
Reports To:	Site Supervisor			FLSA Status	Non Exempt
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE					
Salary Range	\$17.69 - \$22.98				

POSITION SUMMARY:

The Teacher is under the direct supervision of the Site Supervisor. The Teacher is responsible for developing and implementing the curriculum and classroom instruction at their designated site. Will follow Yurok Tribe Personnel and other Policies, applicable State and Federal regulations and standards, Community Care Licensing Regulations Title XXII, and Head Start, Early Head Start and Child Care mission, goals, and policies.

DUTIES AND RESPONSIBILITIES:

1. Understand the Child Care Development Fund goals and be able to communicate them to parents and the community.
2. Work with the Site Supervisor and the Assistant Education Director to provide an integrated program to children and families, and provides information and reports as needed.
3. Create a warm, accepting, and developmentally appropriate environment which encourages the cognitive, physical, emotional and social development of the child and family.
4. Reinforce and enhance the role of the parent as the primary educator of the child.
5. In cooperation with a family member and the Site Supervisor, assess the strengths and needs of each child and family. Develop and implement an individualized child and family plan which is sensitive to the family's cultural and socioeconomic background. Adapt and update the plan as needs change.
6. Uphold confidentiality of child and family information in accordance with the confidentiality policy.
7. Refer families with health, nutrition, social services, mental health and special needs concerns to local resources and/or Site Supervisor as necessary.
8. Utilize Yurok tribal traditions, practices, and resources to provide a culturally relevant classroom and program.
9. Plan and implement developmentally appropriate curriculum for a class of 14 children.
10. Responsible for health, safety and welfare of children.
11. Understand and implements safety rules, emergency procedures and plans.
12. Utilize substitutes as needed.
13. Organize time to:
 - Prepare curriculum and daily activities in accordance with program guidelines
 - Develop and/or obtain needed materials and supplies
 - Complete required records in a timely manner
 - Order classroom supplies keeping within identified budget.
 - Observe children daily for health problems

YUROK TRIBE
CHILD CARE TEACHER

- Participate in monthly parent meetings.
 - Maintain at all times Teacher- Child ratios as per Community Care Licensing & Head Start Performance Standards.
14. Participates in scheduled classroom team and staff meetings.
 15. Attend local and out of town meetings as requested by supervisor.
 16. May be assigned other duties as required to meet the needs of the program.

SUPERVISORY RESPONSIBILITIES:

Supervise the Teacher Aide and classroom Volunteers, doing evaluations and feedback as needed.

MINIMUM QUALIFICATIONS:

1. Must have knowledge of child development and be sensitive to the needs and characteristics of young children and families. Must have the ability to relate well to other staff members, parents and community members. Must be self-directed and able to initiate parent and staff activities.
2. Knowledge of culture and traditions of the Native American Tribes of California.
3. Familiarity with computers.
4. Must pass a physical including a negative TB test and Hepatitis screen and fingerprint clearance.
5. Must possess or be willing to obtain within first three months Infant Child CPR and First Aid
6. Must be able to lift and carry children up to 50 pounds when necessary for safety reasons.

EDUCATION/EXPERIENCE:

AA degree from an accredited college/university in Child Development or a related field and one (1) year of experience working with children in a group or educational setting.

OR

Twelve postsecondary semester units from an accredited college/university in early childhood education or child development core classes, with passing grades and at least six months of work experience in a center, a three unit early childhood administration unit is desirable.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. All applicants will acknowledge and abide by all Yurok Tribe personnel and other policies and procedures.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

YUROK TRIBE
CHILD CARE TEACHER

4. Must provide documentation of a pre-employment and annual health screening showing that the employee is free of communicable diseases and is physically capable of doing the job.
5. Must provide pre-employment and documentation of a negative TB test or chest x-ray every five years.
6. Must provide (within thirty days) documentation of immunization or immunity for all currently recommended childhood immunizations. If employee is missing required immunizations they must be completed within six months of hire.
7. Must provide (within thirty days) documentation of receiving Hepatitis B vaccine if required by the school district or licensing agency. The entire series of Hepatitis B immunizations must be completed within six months of hire.
8. Must possess, or be willing to obtain within 30 days, a certification in Infant & child, pediatric, Community, or Universal First Aid and CPR through a qualified EMSA training program as prescribed by Community Care Licensing. Must maintain valid First Aid and CPR cards during duration of employment.
9. Must provide documentation of 15 hours of Health and Safety training as prescribed by Community Care Licensing. Hours from current first aid and CPR certificates count toward this requirement. (EMSA approved training)
10. Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing, or provide fingerprints and a Child Abuse Index Check prior to the first day of work in order to obtain a Criminal Record Clearance from the Department of Justice.
11. This position will collaborate with the Yurok Tribe Head Start and Early Head Start Program including but not limited to working in the Head Start and Early Head Start Classrooms as needed to meet teacher-child ratios and attending joint trainings.
12. If necessary, must adhere to a professional development plan with goals, objectives and timelines that includes the attainment of beginning level Yurok Language proficiency as determined by the Yurok Language Program.
13. This position may be required to work full year full day.
14. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630 ; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES
15. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
16. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
17. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is

YUROK TRIBE
CHILD CARE TEACHER

occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.

18. VISION REQUIREMENTS:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date