



Standing Rock Sioux Tribe
Human Resource Department
Wówašečhuŋ Awáŋwičhayaŋka Óítħačhaŋ
personnel@standingrock.org

Bld 1 N. Standing Rock Ave
Po Box D
Fort Yates, ND 58538
Phone (701) 854-3826
Fax (701) 854-8533
www.standingrock.org

POSITION: Center Supervisor-Lead Teacher (**Bear Soldier Center**)
Standing Rock 0-5 Program

SALARY RANGE: \$24,984-\$25,977 (Based on 1440 HRS)
(Depending on Education and experience) + Annual & Sick Leave

OPENING DATE: November 01, 2016 CLOSING DATE: November 17, 2016

SCOPE OF POSITION:

The Center Supervisor-Lead Teacher will be responsible for daily operations of the center in accordance with the required Head Start performance standards and is considered key teaching staff in the classroom.

SUPERVISION: The Center Supervisor-Lead Teacher will work under the supervision of the Education Manager, who will provide guidance, direction and conduct performance evaluations

DUTIES AND RESPONSIBILITIES:

1. Responsible to implement and maintain safety measures to reduce the risk of injuries and ensure the center promotes a healthy and secure environment.
2. Responsible to ensure teaching staff are implementing activities that are appropriate to the developmental levels in relation to CLASS (classroom, assessment scoring system) domains of Emotional Support, Classroom Organization and Instructional Support.
3. Responsible to implement learning methods that enhance intellectual and physical progress of children to include; improvement of school readiness skills focusing on literacy, phonemic and print awareness, understanding and use of language and vocabulary in accordance with the Head Start Act.
4. Responsible to implement cultural/language activities that include methods for parent involvement.
5. Responsible to monitor and maintain the required teacher/child ratio of (2) head start teaching staff in the classroom.
6. Responsible to post lesson plans every Monday that outlines the daily activities in the CLASS domains of instructional support, quality of feedback, and language modeling for the week.
7. Responsible to conduct training of teaching staff to include, but not limited to; job responsibilities, Creative Curriculum, lesson planning, record keeping, teaching techniques, CLASS domains with data reporting.
8. Responsible to collect complete Creative Curriculum reports from center teaching staff on a monthly basis.
9. Responsible to collect completed data reports (TS GOLD) on each child's progress (3) times a year and forward copies of information to Education Manager.
10. Responsible to complete 30, 60, 90 day performance evaluations of new staff and conduct annual performance appraisal of current center staff as required.
11. Responsible to complete timely and accurate time and attendance sheets of center employees on a bi-weekly basis.

Níktič'ichiyapi ki Wówašečhuŋpi Uŋ patítanpi
"Promoting Self-Sufficiency through Employment"

12. Responsible to conduct and maintain center inventory and monitor classroom supply levels.

QUALIFICATIONS:

1. Must possess a two (2) year Degree Early Childhood Education or related education field with two (2) years teaching and supervisory experience. A four (4) year degree in Early Childhood Education or related Education field is preferred.
2. Must submit three (3) references which include former employers
3. Must provide verification of current physical and TB skin test prior to employment.
4. Must pass criminal record check at the Federal, State and/ or Tribal level.
5. Must possess valid driver's license.
6. Must sign a confidentiality agreement and adhere to the Head Start Standards of Conduct.

JOB REQUIREMENTS:

1. Will be required perform as lead teacher in the center classroom rooms during school hours.
2. Will be required to design professional development plans on an annual basis for all center employees and develop agreements when applicable.
3. Will be required to plan, organize and maintain records and data reports in accordance with Head Start compliance requirements.
4. Will be required to provide assistance in conducting developmental assessments within the 45 day deadline as required.
5. Will be required to provide consistent guidance, direction and supervision of employees within the classrooms; which will include monitoring volunteers and interns.
6. Will be required to demonstrate a desire to work with children and families in order to develop an open and informative relationship with the family unit by encouraging the participation in the Head Start curriculum and program events
7. Will be required to participate in program trainings and events and be willing to travel to surrounding communities.
8. Will be required to participate in monthly parent meetings and provide assistance with coordinating parent group activities.
9. Will be required to conduct staff meetings on a bi-weekly basis submit staff meeting minutes with monthly center reports.
10. Will be required to submit work orders and supply requests for the center.
11. Will be required to obtain CPR, First Aide and Food Handlers Certificate within 30 days of employment and receive physical and TB Skin Test on an annual basis

NOTICE:

SELECTED CANDIDATE(S) FOR STANDING ROCK SIOUX TRIBAL POSITIONS ARE TO ALCOHOL AND DRUG TESTING. FAILURE TO ADHERE TO ALCOHOL AND DRUG TESTING WILL BE CAUSE FOR REVOCATION OF JOB OFFER.

No tribal housing is available. Perspective applicant's interview will include Head Start Policy Council and Director. The position is located at Bear Soldier Center, McLaughlin, SD.

APPLICATIONS:

Submit a tribal application to the Human Resource Office, Standing Rock Sioux Tribe, P.O. Box D, Fort Yates, ND 58538.

ALL APPLICATIONS RECEIVED AFTER 4:30 PM ON THE CLOSING DATE WILL NOT BE CONSIDERED.