

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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PABLO MT 59855
406.675.2700
PERSONNEL DEPARTMENT FAX: 406.675.2711
CSKT Website: cskt.org
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******VACANCY ANNOUNCEMENT******

TITLE: Infant/Toddler Teacher (EHS)
1 or more positions and substitute
(Ronan, Polson, Pablo and fill-in substitute)

LOCATION: Early Childhood Services – St, Ignatius, MT

SALARY: \$14.06 to \$16.33 per hour
Contract/Furloughable position

CLOSING DATE: Thursday, September 28, 2017 at 5:30 p.m.

SPECIAL CONDITIONS:

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy and is subject to random alcohol and drug testing. **The successful applicant if not already employed by the Tribes must pass a pre-hire drug test and will be required to serve a six-month probationary period.**

DUTIES:

Implements Early Head Start goals, policies, and activities designed to promote the social-emotional, language, cognitive, and physical development of children birth to 3 years of age utilizing Head Start Program Performance Standards, EHS/HS Mission Statements, EHS Policy Manual, and the Montana Child Care Regulations.

- Prepares and carries out developmentally appropriate classroom lesson plans implementing the *Creative Curriculum for Infants and Toddlers*. Initiates daily activities that stimulate and challenge the children.
- Integrates into all aspects of the classroom environment and curriculum Native American experiences, language, people, and events.
- Promotes healthy social-emotional, language, physical, cognitive and creative development in children.
- Promotes emerging language and literacy skills through positive and consistent interaction with the children.
- Identifies and documents individual children's strengths, needs, temperament, learning style, likes, and dislikes; and implements children's individualized goals and learning plans.
- Documents developmental progress of each child using the *Teaching Strategies Gold Assessment Tool*.
- Analyzes and uses child outcomes data such as the *Teaching Strategies Gold Assessment Tool*, to plan for and implement appropriate activities for each child's growth and development.
- Provides for the special needs of children with differing abilities in a supportive mainstream environment working closely with the Special Services Coordinator.
- Promotes sound nutrition and healthy hygiene practices such as teeth brushing, hand washing, and healthy eating habits.
- Participates in child staffings and case management meetings.
- Works with Family Advocates assisting with case management for specific families.
- Carries out a minimum of 2 quality home visits and 2 well-prepared parent/teacher conferences with each family annually.
- Develops and implements with parents, 6 months prior to the child's 3rd birthday, a Transition Plan for children transitioning from Early Head Start to Head Start or other pre-school programs.
- Completes, keeps current, and submits all required paperwork, documentation, classroom records and files to the appropriate person in a timely manner.
- Promotes, encourages, and guides a classroom environment that is educational, safe, healthy, and caring.
- Supervises all children at all times.
- Promotes healthy, positive relationships between all center staff and the children. Provides guidance to ensure staff, volunteer, and parent interactions with children are appropriate, safe, caring, and supportive.

DUTIES CONTINUED:

- Demonstrates respect and affection for each child providing opportunities for success.
 - Teaches appropriate social behaviors engaging the children in social problem solving, helping them understand and express their feelings, and assisting them in making friends with other children.
 - Using the ECS Positive Behavior Matrix, practices positive guidance techniques acknowledging children in developmentally appropriate ways for reasons other than group management using the ECS Positive Behavior Matrix.
Maintains an orderly, safe, clean, healthy, and stimulating classroom environment according to the "Health, Safety, and Education Checklist"
 - Provides a language, literacy, and number rich environment. Participates daily in the cleaning of the facility and equipment indoors and outdoors including the regular disinfecting of toys and other items. Orders all necessary supplies, equipment, and materials in a timely manner.
 - Gathers and has ready each day the supplies, equipment, and materials needed to carry out the day's lesson plans and activities.
 - Ensures that toys and other play materials are accessible, well labeled, and appropriate.
 - Follows all safety, health, and transportation regulations as appropriate to the Early Head Start Program.
 - Complies with all applicable Federal, State, Local, Tribal, and Early Childhood Services policies and regulations including CSKT's Ordinance 69C and specifics of the EHS/HS contract.
 - Functions as a contributing member of the ECS team interacting with and supporting administrative requirements specific to the ECS Program.
 - Follows Early Childhood Services confidentiality policy and maintains confidentiality of accessible information relating to children, families, and EHS/HS personnel.
 - Attends and actively participates in required staff meetings, parent meetings, parent orientations and training sessions.
 - Communicates in a positive, tactful, timely manner with appropriate individuals about concerns and issues needing clarification.
 - Reports any unresolved concerns or significant incidences at center level to immediate supervisor.
 - Reports and documents any observed or suspected child abuse or neglect as a mandatory reporter.
 - Other duties as assigned.
- *This is not the complete position description; you can request the entire position description from the Personnel Department.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- 18 years of age or older.
- Associate Degree (AA) in Early Childhood Education; or a degree in a related field and 6 courses in Early Childhood Education including one course in Child Development; or a Child Development Associate (CDA) credential for Infant/Toddler Caregivers.
- One (1) year documented experience working with infants and toddlers, ages birth to 3 years in a formal early childhood setting such as an Early Head Start Classroom, a childcare facility, etc.
- Must have or obtain a Commercial Driver's License (CDL) within 3 months of hire.
- Able to meet/complete requirements for primary caregiver according to Montana Child Care Center Regulations within one (1) year of employment (if required).
- Preference given to current or former Head Start/Early Head Start parents. Must provide documentation.
- Possess current CPR and First Aid certification including Infant/Toddler endorsement; or be willing to obtain certification upon hire.
- Current Physical Exam or ability to obtain Physical Exam upon hire.
- Current on required immunizations or ability to become current upon hire.
- Verification of recent TB screening or ability to complete required screen.
- Must pass drug test and complete a Criminal Record Check including fingerprinting (no violence against children or other individuals, no domestic violence, no sexual abuse or violent acts against children or any other person) **prior to employment** and every two years thereafter.
- Subject to random drug testing through the Confederated Salish and Kootenai Tribe's Personnel department.
- Possess and maintain a current Montana Driver's License and be insurable under the Tribes fleet policy.

SUBMIT:

1. Completed Tribal employment application. (Resumes may be submitted but may not replace or supplement the official tribal application).
2. Certified copies of relevant academic transcripts and training certificates.
3. Completed supplemental questionnaire for background investigation
4. Proof of a valid driver's license.
5. If you are claiming Veterans Preference, a copy of the DD214 must be submitted with the application.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Evelyn Charlo, Personnel Department, P.O. Box 278, Pablo MT 59855, telephone 406.675.2700, ext. 1029.

FOR MORE INFORMATION: Contact: Jeanne Christopher, ECS Director @ 406.675.2700, ext. 5513.