



The Klamath Tribes
501 Chiloquin Blvd./P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 10/04/17
OPEN UNTIL FILLED

EXEMPT
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: **EARLY CHILDHOOD DEVELOPMENT CENTER LEAD TEACHER**

RESPONSIBLE TO: Early Childhood Development Center Supervisor

SALARY: GS-6 \$31,063 - \$39,941 Annual/Full Benefits
GS-7 \$34,137 - \$44,371 Annual/Full Benefits
GS-8 Annual/Full Benefits (Only for employees with 10+ years of service)

Starting Salary will be determined by funding, experience, and training level and normally is not above the first grade, mid-step range.

CLASSIFICATION: Management, Regular, Full-time

LOCATION: **EARLY CHILDHOOD DEVELOPMENT CENTER**
318 South Chiloquin Blvd.
Chiloquin, OR 97624

INTRODUCTION

The Primary purpose of this position is to oversee the classrooms for babies, toddlers, and young children. The Lead Teacher is responsible for providing a safe and developmentally appropriate daycare program for the children of the Klamath Tribal Community, in accordance with all policies and procedures of The Klamath Tribes. The Lead Teacher will be responsible for planning and implementing a program to care for young children and provide supervision over the Teacher

Position Description: Early Childhood Development Center Lead Teacher

Revised: 07/2017

Page 1 of 6

Aides and ensuring they are trained to the appropriate knowledge level for the children under their care.

MAJOR DUTIES AND RESPONSIBILITIES

1. Exercise full range of supervisory duties for Teacher Aides and volunteers. Performs overall work plans, establishes work schedules and priorities, approves leave, assigns and reviews work. Personally discusses, with appropriate staff members, the progress of the work and problem areas as they arise. Recommends employee status and other personnel changes in relationship to performance evaluations. Identifies training needs and ensures that training opportunities are provided to Center staff. Resolves complaints or minor grievances and advises employees on matters related to less than adequate performance. Keep employees informed of management policy and goals.
2. Supervises and guides classroom activities.
3. Establishes appropriate safety and emergency procedures and conducts drills on a regular basis.
4. Assures that Early Childhood Development standards are being met.
5. Creates and Develops instructional materials and provides assistance in the classrooms.
6. Plans and implements activities to meet the physical, emotional, intellectual, and social needs of the children in the program; for the appropriate age assigned.
7. Ensures equipment and the facility are clean, well maintained, and safe at all times.
8. Ensures children are supervised at all times.
9. Effectively communicates the Daycare Facility Program information to the public.
10. Attend daycare facility events, which may be held on the-weekend or in the evening.
11. Keeps parents informed of program expectations, program activities, and their child's progress.
12. Provides various culturally appropriate experiences and activities for toddlers and children including songs, games, and storytelling for the appropriate age assigned.

Position Description: Early Childhood Development Center Lead Teacher

Revised: 07/2017

Page 2 of 6

13. Develops Daily Activity Plans.
14. Clearly and effectively communicates in a manner that toddlers and children understand.
15. The incumbent may be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

Work is performed under the instructional supervision of the ECDC Supervisor. Work is normally assigned in terms of objectives to be achieved, according to standard procedures utilized by the ECDC facility. Detailed instructions will be provided on assignments. Recurring assignments are carried out independently by the employee. New or unusual situations are to be discussed with the ECDC Supervisor.

KNOWLEDGE, SKILLS, ABILITIES

Ability to communicate well with individuals and groups in both written and oral form. Must be able to present instructions to staff and children of all ages, in a group setting or individual basis.

Ability to accomplish tasks in accordance with established policies, procedures, practices and priorities of the Early Childhood Development Center, the Education and Employment Department, and The Klamath Tribes.

Ability to organize, plan, and prioritize workloads, using one's own initiative.

Ability to maintain **strict confidentiality** of client information.

Ability to operate general office equipment; telephone, copy machine, FAX, computer, etc. to accomplish assignments in a proficient manner.

Knowledge of basic clerical duties.

Ability to operate vehicles safely under all types of weather conditions and traffic situations.

Knowledge of grammar, spelling, capitalization, and punctuation in order to identify and correct obvious errors.

Position Description: Early Childhood Development Center Lead Teacher

Revised: 07/2017

Page 3 of 6

WORKING CONDITIONS

The imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, with demands on one's senses and mental capacity.

Physical Demands (The nature of physical effort leading to physical fatigue)

- Caring for children can be physically demanding. The Lead Teacher may be lifting and carrying children and equipment. May spend time sitting on the floor or child sized furniture. The Lead Teacher will be expected to clean and maintain equipment and facility. May move throughout the community with children. The Lead Teacher may come in contact with children who are ill and/or contagious and must take precautions to ensure the health and safety of all children, parents, staff, and self.
- Environmental Conditions (The nature of adverse environmental conditions affecting the incumbent) The Lead Teacher will be working in a busy and occasionally noisy environment. There may be multiple activities and situations occurring at once; the Lead Teacher will have to supervise all children at all times.

Sensory Demands (The nature of demands on the incumbent's senses)

- The Lead Teacher may experience smells associated with toileting and ill children. . There may be times that the environment is noisy and busy.
- Mental Demands (Conditions that may lead to mental or emotional fatigue) Caring for children can be stressful. The Lead Teacher must ensure that children are supervised at all times and that children are involved in safe and appropriate activities. There may be a number of situations happening simultaneously, and the Lead Teacher must be prepared to handle accidents and emergencies at any time.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- High School Diploma/GED, **REQUIRED**. (*Copy of degree or transcripts must be submitted with application.*)
- CDA certification and Associates Degree in Early Childhood Education, preferred.
- Currently working towards 30 college credit hours and must obtain CDA within 1 year of hire, **REQUIRED**.
- Two (2) years of progressively responsible experience and skills working within an Early Childhood or other educational environment, **REQUIRED**.

Position Description: Early Childhood Development Center Lead Teacher

Revised: 07/2017

- Must possess a current and valid Infant / Toddler CPR card, **REQUIRED**.
- Positive working experience with Native Americans in a related field, preferred.
- Experience with office equipment such as typewriter, computer/word processor, photocopy machine, preferred.
- Must submit to and clear an alcohol/drug screen test as per policy, **REQUIRED**. *(Employment will be contingent upon clearing the required alcohol/drug screening test.)*
- Must possess a valid Oregon Driver's License, have a good driving record and be insurable by the Klamath Tribes, **REQUIRED**. *(Copy of valid ODL must be submitted with application.)*
- Must submit to a background and character investigation, as per tribal policy. Following hire must immediately report to Human Resources any citation, arrest, conviction for any traffic, misdemeanor or felony crimes, **REQUIRED**. *(Employment will be contingent upon clearing the required criminal records background check.)*
- Must accept the responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64, General Council Resolution #2005 003, all Tribal Staff are considered mandatory reporters. In addition, Oregon Revised Statute (ORS) 419B.010 identifies this position as having the duty to report child abuse, **REQUIRED**.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference.)*

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Position Description: Early Childhood Development Center Lead Teacher

Revised: 07/2017

Page 5 of 6

APPLICATION PROCEDURES

Submit a Tribal *Application for Employment* with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

Position Description: Early Childhood Development Center Lead Teacher

Revised: 07/2017

Page 6 of 6