

JOB ANNOUNCEMENT

Job Title: In-Home Teacher (1 position) ***REPOSTED***
Location: Nay Ah Shing / Abinoogiyag School
Reports to: Early Education Coordinator
Opening Date: July 1, 2010
Closing Date: July 15, 2010

General Description:

Teacher will work with staff and the families of children 0-5, directly and indirectly to involve them in their child's learning, to provide child developmentally appropriate activities for the children, to assist in planning activities for parents and families, to offer information and referral for services in the community, to carry out the objectives program, and to coordinate them with the Head Start Program. To plan and conduct educational home visits, classroom educational activities to meet their needs of individual families.

Position Qualifications:

1. AA degree with an emphasis in Early Childhood Development or an infant toddler CDA.
2. Prefer two years experience in a pre-school setting.
3. Loves children and can wholeheartedly engage in working for and with them.
4. Valid driver's license, and insurable under the Band's auto insurance policy.
5. Understanding of the relationship of the Early Education programs to the Mille Lacs Community values and supports the mission of both.
6. Must be CPR and First Aid certified or with-in 30 days.
7. Must have current Mantoux and physical every two years.
8. Compliance with the Band's Drug & Alcohol Policy.
9. Compliance with Background check policy.
10. Mandated reporter, monitor and report suspected child abuse and neglect.
11. Demonstrates understanding of age appropriate Child Development education and parental expectations.
12. Ability to develop and implement a parent education program.

***** Any individual who receives an offer of employment or will receive a payroll check are required to submit to a drug and alcohol test as a condition of obtaining employment.*****

******Mille Lacs Band Member/American Indian preference applies******

Duties and responsibilities:

1. Participate in recruitment efforts/activities of eligible preschool children and parents, and conducts data intake.
2. Plan and facilitate parent and family orientations to the program.
3. Welcome families into the program and share information about transitioning into Head Start and/or kindergarten.
4. Assist all families in the development of Family Partnership Goals and monitor progress or other necessary follow up.
5. Plan and develop with the parents an individualized program for the family including establishing a caring professional relationship and a climate of mutual trust and respect for the parents.
6. Work with parents to strengthen the family's knowledge of health and nutrition, including assisting parents to understand how children grow and learn.
7. Will assist with developing and updating community resources.
8. Coordinate parent meetings assisting parents to take the leadership role.
9. Participate in referral and Special Education (individual family service plans) process as needed.
10. Document all parent contacts and home visits
11. Maintain monthly, daily, weekly contacts i.e. phone calls, socialization group activity, home visits, and classroom.
12. Can be scheduled to assist with breaks, bus monitoring and to work in the classroom as needed or on a regular basis.
13. Other duties as assigned.

Please submit resume, cover letter and application to:

**Mille Lacs Band of Ojibwe
Attn. Shannon Ramsey
43408 Oodena Drive
Onamia, MN 56359
shannon.ramsey@millelacsband.com**