

## JOB DESCRIPTION

**Job Title:** Lead Teacher \*\*\*REPOSTED\*\*\*  
**Location:** District I Early Education  
**Reports To:** District Coordinator  
**Opening Date:** July 1, 2010  
**Closing Date:** July 15, 2010

### GENERAL DESCRIPTION:

The Teacher is to provide a successful, safe and supervised educational setting for children, while they are in the Head Start/ Early Head Start/ Child care environment (classroom, outdoor play area and fieldtrips). As well as promote the social, emotional, physical and cognitive development of Head Start children. Encourage parent involvement in all aspects of the program. The development of individual goals for children, provide ongoing assessment on progress and facilitate transition to the next level of education. This is accomplished through individualized plans for each child and family, including Ojibwe Language and Culture components.

### DUTIES AND RESPONSIBILITIES:

1. Supervise and monitor children and all classroom staff at all times.
2. Participate in regularly scheduled team meetings to plan for and deliver collaborative services across all components.
3. Respond appropriately to crisis or emergency situations that may occur.
4. Coordinate staff in the classroom developing a collaborative approach that benefits all children in the classroom.
5. Make classroom and curriculum adaptations as necessary.
6. Adapt curriculum to address and meet individual goals for children as identified in their individualized education plans.
7. Assess individual and group needs attending to the special needs, specific interests, strengths and concerns.
8. Developing and utilize integrated curriculum plans which reflect mandated elements and components, parental and cultural influences, and promotes the social, emotional, physical and cognitive development of Head Start children.
9. Complete weekly goals/lesson plans that promote individual and group Head Start components.
10. Provide an atmosphere that promotes and reinforces parental involvement in the classroom.
11. Conduct required parent-teacher conferences and home visits for the purpose of assessment and support and share information on classroom progress and education strategies at school and at home.
12. Maintains program documentation and reporting requirements of program grants.
13. Document baselines, ongoing assessments and individual progress in child portfolios.
14. Document all significant classroom issues, parent contacts and home visits.
15. Mandated reporter monitor and report suspected child abuse and neglect.
16. Other duties as assigned.

**\*\*\* 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\*\*\*\***

### POSITION QUALIFICATIONS:

1. Loves children, can whole-heartedly engage in working with and for them.
2. AA degree in Early Childhood and or willingness to work in advanced degree program. BA Degree preferred.
3. Two years experience in pre-school classroom preferred.
4. CPR and First Aid certified or within 30 days.
5. Current mantoux (yearly) and physical every two years.
6. Able to lift 25 lbs.
7. All communications are potentially sensitive and are subject to the Head Start confidentiality policy.
8. Computer skills experience with various applications such as word processing, e-mail and internet.
9. Projects and maintains an image of service and professionalism with a positive attitude and interacts easily as an integral part of the faculty and staff.
10. Facilitates and encourage cultural activities and practices in a respectful and professional manner.
11. Understanding of the relationship of the Early Education Program to the Mille Lacs Band community also values and supports the mission of both.
12. Sustained concentration and ability to handle multiple tasks often simultaneously.
13. Head Start / Early Head Start experience.
14. Continued compliance with the Mille Lacs Band drug and alcohol policy.
15. Employment is conditional upon pre-hire and continued compliance of the background check policy.
16. Valid MN driver's license and must be insurable by the Band's auto insurance policy.

**Send cover letter, resume and application to:**

**Mille Lacs Band of Ojibwe  
Shannon Ramsey, Employment Specialist  
43408 Oodena Dr  
Onamia, MN 56359  
[shannon.ramsey@millelacsband.com](mailto:shannon.ramsey@millelacsband.com)**