



UNITED INDIANS
OF ALL TRIBES FOUNDATION

Daybreak Star Indian Cultural Center
Post Office Box 99100, Seattle, WA 98139
Phone: (206) 285-4425 Fax: (206) 282-3640

JOB ANNOUNCEMENT

JOB TITLE: Head Start Lead Teacher

DEPARTMENT/PROGRAM: Head Start

REPORTS TO: Head Start Director

STATUS: Part Time

LOCATION: Daybreak Star Center

GRADE: DOE

The United Indians of All Tribes Foundation (UIATF) is a non-profit organization working to provide vital social, cultural, and educational services to Seattle's American Indian/Alaska Native community.

JOB SUMMARY:

The Lead Preschool Teacher implements a comprehensive half-day pre-school program for three to five year old children. Position is 9 Months, (September – May), for 30 hours per week.

ESSENTIAL FUNCTIONS:

- Monitor and support the Preschool Teacher Assistant in all responsibilities as appropriate.
- Record observations of children; create portfolios of children's work and document developmental progress of children.
- Develop and document individual child plans, weekly lesson plans, and monthly reports.
- Be proactive in initiating contact and building relationships with Head Start families.
- Prepare daily plans that provide participatory opportunities for all children, including those with special needs, to function as individuals and group members among peers and adults.
- Maintain confidentiality in all record keeping and reporting.
- Maintain accurate records for program documentation, e.g. attendance, volunteer hours, meal counts, etc.
- Attend and actively participate in a variety of meetings, classes and workshops, to ensure knowledge of early childhood development and program standards.
- Assist in recruiting, training and supervising classroom volunteers.
- Meet all deadlines for lesson plans, monthly reports, learning outcome instruments, home visits and conferences.
- Model and assist children in health and safety routines (teeth brushing, hand washing, fire drill practices).
- Practice positive behavior management techniques.
- CACFP-OSPI: Facilitate family-style dining for children, collect point of service meal counts and accurate attendance reports
- Conduct two home visits and two parent conferences during the school year.
- Participate in monthly teaching team meetings.
- Work in a friendly and respectful manner with all staff in order to create and foster a team environment.
- Will perform other duties as assigned.

QUALIFICATIONS:

The minimum education requirements and qualifications for this position are:

- Early Childhood Education or CDA. Prefer BA in Early Childhood Education.
- Previous experience teaching in a preschool program preferred.
- Experience working with diverse ethnic, cultural and economic backgrounds similar to those of children and families in the Head Start program and broader community.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER WORK CHARACTERISTICS

- Ability to maintain professional credentials.
- Must work effectively with culturally, ethnically and economically diverse children and families.
- Ability to use computers, internet and educationally related software programs.
- Experience in environments focusing on early childhood.
- Attend trainings and educational opportunities related to the program.
- Strong written, verbal and interpersonal skills.
- Pass a criminal history check.
- Possess a valid Washington State driver's license.
- Pass a physical exam.
- Have TB test completed before hire.
- Have current Food Handler's, First Aid and CPR cards within 45 days of hire.
- Occasional evening hours required.

Opening Date: 12/10/2007 Closing Date: When suitable applicant is hired	APPLICATION PROCEDURE Submit cover letter and resume to:
Compensation: DOE, plus excellent benefit package provided. United Indians of All Tribes Foundation is an Equal Opportunity Employer.	United Indians of All Tribes Foundation PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640 Email: jobs@unitedindians.org