



# PUYALLUP TRIBE OF INDIANS



## JOB ANNOUNCEMENT

<b>OPENS:</b>	<b>JUNE 4, 2018</b>	<b>CLOSES: JUNE 19, 2018</b>
<b>JOB TITLE:</b>	<b>LEAD TEACHER</b>	<b>DEPARTMENT: GELC</b>
<b>REPORTS TO:</b>	<b>ASSISTANT DIRECTOR</b>	<b>HOURS: FULL TIME – 40 HRS/WK</b>
<b>SALARY:</b>	<b>DOQ + BENEFITS</b>	

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### POSITION SUMMARY:

Plans and executes an early care education program in accordance with the center's educational goals and philosophy to positively guide children's behavior and development and to create a safe, healthy, and culturally appropriate learning environment for young children. Creates and plans developmentally appropriate learning experiences in the areas of cognitive, gross and fine motor, social and self-help, emotional, and communication skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develops advance weekly lesson plans, and coordinates annual curriculum for the group. Themes and subjects must include language arts, mathematics, reading and writing readiness, science, social studies, large and fine motor development, and food and nutrition education.
2. Considers individual children in relationship to their cultural and socio-economic background and developmental level.
3. Treats children with dignity and respect and maintains the Positive Discipline Policy of the Center.
4. Supervises and implements methods for effectively utilizing the services of other teaching staff and volunteers.
5. Attends Staff Meetings and presents a team report.
6. Assists in the on-going evaluation procedures needed to assess the development levels of the children.
7. Assists in public relations/fund raising events sponsored by the Center. Attends workshops, conferences, courses, all in-service training and other aspects of professional growth when recommended by the Manager or Program Coordinator.
8. Interfaces with Birth to Six contracted specialists.
9. Plans and prepares the learning environment, setting up interest centers, materials, and supplies.
10. Oversees all meal time activities of the children to encourage and foster the use of good table manners.
11. Assumes and initiates an equal share of the joint housekeeping activities to maintain a clean environment center-wide.

12. Maintains professional attitudes and loyalty to the Center at all times.
13. Keeps information about families confidential.
14. Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **QUALIFICATIONS AND REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

Must have one of these combinations of education and experience working with groups of young children in a formal childcare environment:

- Associates Degree in Early Childhood Education and two years experience in a Teacher capacity;
- HS Diploma and an ECE certificate and two years experience in a Lead Teacher capacity;
- Satisfactory related degree from an accredited college or university and two years experience in a Teacher capacity;

Must be able to pass state background check clearance to work in a child day care center.

*Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).*

#### **Other Requirements**

- Commitment to working with children in a developmental setting and a sincere desire to have a meaningful effect on their lives.
- Good communication, problem solving, and priority setting skills as well as maintaining an overall positive and professional attitude/disposition.
- Assures a healthy, safe, clean and developmentally appropriate environment for children.
- Ability to make decisions on behalf of children and protect their well-being.
- All employees, regardless of position, serve as role models for children and adolescents who are served by our agency. Therefore, each employee must at all times be emotionally stable and able to function effectively with children, adolescents and adults who may have mental or behavioral health problems. The staff must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as appropriate role modeling.
- Must have warm, welcoming, and friendly personality, be sensitive to the feelings and needs of others, be respectful of all cultures, and be able to relate positively to both young children and adults.
- Ability to discipline in a kind and respectful manner.

#### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and developmentally appropriate

lesson plans. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Licenses or Certificates**

Must have and maintain a Food handler's permit.

Within two weeks of employment, must provide proof of CPR and first aid training, and TB testing.

Must have and maintain a valid Washington State driver's license and proof of auto insurance. Driver's license must not contain any restrictions that would otherwise prevent an employee from operating a GIS vehicle.

### **Performance Expectations**

- Model exemplary professionalism and work ethics. Warmly greets visitors to the Center; maintains a professional demeanor at all times.
- Maintain strict confidentiality about issues regarding all staff members, children and families, or GELC management or Center operations. Never involve parents in Center concerns.
- Do not participate in gossip.
- Report to work on time for assigned shift(s) and maintain consistent daily attendance at work.
- Arrange and communicate all leave requests in advance per policy.
- Assume a fair-share of work and demonstrate a willingness to assume additional classroom and Center responsibilities as needed.
- Establish positive, respectful and professional relationships with co-workers, supervisors, management, children, parents, and others.
- Demonstrate flexibility and respect for individual differences; including learning styles, cultural differences, point of views and individual preferences. Avoid stereotyping and labeling.
- Demonstrate adaptability and openness to new ideas in child care practices. Actively and positively works to implement changes.
- Actively and cooperatively participates in Center's planning meetings, events and training sessions.
- Demonstrates flexibility with work schedules and assignments as needed to meet the needs of the Center.
- Models conflict resolution by communicating directly with individuals involved and collaborating in good-faith to develop solutions.
- Continues professional growth by attending courses, workshops and reading professional literature.

- Receives constructive criticism with an attitude that indicates a willingness to improve. Asks for feedback and gives feedback in a respectful manner.
- Conducts self in a manner that is not detrimental to the children or the reputation of the Center or the Tribe.
- Demonstrates an ability to remain calm and follow the Center’s Emergency Care Plan in the event of an emergency.
- Demonstrates good judgment and acts responsibly and attentively to avoid any injury or endangerment to anyone at the Center.
- Follows State and Federal guidelines with regard to immunizations, required safety and health training, CPR/First Aid certification, Food Handler’s certification (if required), or any other guidelines identified by the Tribe.
- Refrain from being under the influence of any legal or illegal substance that may impair judgment, alertness or responsiveness.
- Ability to work cooperatively and positively with others.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee frequently is required to taste or smell.
- The employee is occasionally required to climb or balance.
- The employee must regularly lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually loud.
- The physical exertion is moderate.
- Constant contact with small children.
- While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions.
- Work is performed in a classroom setting.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

**HOW TO APPLY:**

*Submit application and resume postmarked by the closing date to:*

Human Resource Department  
Puyallup Tribe of Indians  
3009 East Portland Avenue  
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Job Line#: (253)573-7943

*Note: Applications & copies of job announcements available at Rm. # 157*

Email:

[jobs@puyalluptribe.com](mailto:jobs@puyalluptribe.com)

*or online at [www.puyallup-tribe.com](http://www.puyallup-tribe.com)*