



## **Lac Courte Oreilles Head Start & Early Head Start**

**8837 N Trepania Road, Hayward, WI 54843**

**Phone: 715-634-8560**

**Fax: 715-634-0061**

### **LCO Early Head Start Teacher**

#### **JOB DESCRIPTION**

<b><i>Job Title:</i></b>	<i>Early Head Start Teacher</i>
<b><i>Reports to:</i></b>	<i>Early Head Start Education Coordinator</i>
<b><i>Location:</i></b>	<i>LCO Early Head Start</i>
<b><i>Classification:</i></b>	<i>Full Time</i>
<b><i>Salary Range:</i></b>	<i>Negotiable</i>
<b><i>Opening Date:</i></b>	<i>January 9, 2018</i>
<b><i>Closing Date:</i></b>	<i>Open until filled</i>

**GENERAL DESCRIPTION:** The LCO Head Start Teacher will be responsible for implementing, evaluating, planning, organizing, directing and assessing all work related to the development of each individual child. The class setting consists of eight children ages birth to three. The Teacher will collaborate with families, educational services, and the community to achieve the children's individual and classroom learning goals. All work is completed in accordance with the office of Head Start performance Standards, LCO HS/EHS Tribal policies, protocols, and Education/Disability Service Plan.

#### **Qualifications:**

- Must be 18 years of age;
- High school diploma/GED;
- Must hold a valid license and able to successfully pass the Tribes driving record check;
- Must hold an updated Child Development Associate (CDA) credential, for infant and toddler ages 0-3 or;
- AA Early Childhood Education;
- Able to lift 40 pounds, many times throughout the day;
- Experience (typically one year) working with groups of preschoolers (ages 0-3), knowledge of age appropriate behaviors and safety practices a plus;

- Ability to develop, developmentally appropriate lesson plans and activities for young children;
- Good oral and written communications skills;
- Demonstrate computer skills, including but not limited to, Microsoft Office, e-mail, and database management;
- Requires current Pediatric CPR and First Aide Certification;
- Requires Shaken Baby Syndrome/SIDS Certifications (SBS/SIDS);
- Requires Negative Tuberculosis test every two years;
- Requires Physical test before hire;
- Must successfully pass a background check, in accordance with State and Federal regulations;
- Must pass a drug test, and finger printing in accordance with State and Federal regulations;

**Performance Responsibilities:**

- Must maintain confidentiality of all family information and records;
- Plan and implement age appropriate child development lesson plans that provide a variety of activities designed to enhance infant and toddlers social, emotional, physical, cognitive, and intellectual development;
- Maintaining detailed records on children in their care;
- Work in team setting with all staff to determine the individual needs of children;
- Assist the teacher with maintenance of the classroom environment including organization of space and material storage;
- Supervise indoor and outdoor activities, including field trips;
- Professionally greet children and parents pleasantly and appropriately. Encourage parents to participate, visit, and become involved in the Early Head Start Program;
- Maintain professional communication with all family members staff and community partners;
- Participate in staff meetings and training as mandated;
- Complete and update an individual annual “Professional Development Plan”;
- Fill out accident/incident reports as appropriate;
- Perform all other duties as assigned.

**Application Procedure:**

Submit application, cover letter, resume, and three personal reference letters to the address below. Resume should be typed and include information on education, experience, professional and/or community involvement and availability.

**Lac Courte Oreilles Head Start/Early Head Start**  
**ATTN: Patricia Kakazu, HR Manager**  
**8837N Trepania Rd.**  
**Hayward, WI 54843**

Tribal preference will apply to qualified applicants in accordance with the  
 Lac Courte Oreilles Policies and Procedures Manual.