



## **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>Head Start/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>9/19/2022</i>
<b><i>Closing Date:</i></b>	<i>Open until filled</i>

**GENERAL DESCRIPTION:** The LCO Early 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, Early Learning Outcomes Framework, LCO HS/EHS Tribal policies, protocols, and Education/Disability Service Plan.

#### **Qualifications:**

- Must be 18 years of age;
- Must have a High School diploma, HSED, or GED;
- AA Early Childhood Education or;
- Must hold an updated Child Development Associate (CDA-Infant Toddler ages 0-3) credential;
- Prefer BS Early Childhood Education;
- Must hold a valid driver's license and be able to successfully pass the Lac Courte Oreilles Tribal driving record check;
- Able to lift up to 40 pounds, many times throughout the day;

- Experience preferred (typically one year) working with groups of preschoolers (ages 0-3), knowledge of age-appropriate behaviors and safety practices a plus;
- Ability to create, 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 Health Physical test before hire;
- Must successfully pass our background check, fingerprinting, and drug testing in accordance with State and Federal regulations.

**Performance Responsibilities:**

- Must maintain the 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 toddler’s social, emotional, physical, cognitive, and intellectual development;
- Maintaining detailed records on children in their care;
- Work in a team setting with all staff to determine the individual needs of children;
- Assist the teacher with the 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”;
- Maintain positive communications with parents, and staff relaying information to appropriate parties as needed;
- Perform all other duties as assigned.

**Application Procedure:**

Submit your application, cover letter, resume, and three personal reference letters to the address below. The resume should be typed and include information on education experience (Please attach any certificates/unofficial transcripts pertaining to this position), 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.