



**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**

**Job Title:** *Early Head Start Teacher*  
**Reports to:** *Head Start/Early Head Start Education Coordinator*  
**Location:** *LCO Early Head Start*  
**Classification:** *Full Time*  
**Salary Range:** *Dependent upon qualifications*  
**Opening Date:** *05/13/2024*  
**Closing Date:** *Open until filled.*

**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 child. The classroom setting consists of eight children 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 per 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.
- Must hold an updated Child Development Associate (CDA-Infant Toddler) credential or
- AA Early Childhood Education or
- Desire a bachelor's degree in Early Childhood Education.
- Within three (3) months after assuming the position, provide a copy of the Registry certificate following the Wisconsin State Licensing.
- Must hold a valid driver's license and be able to pass the tribal driving record check successfully.
- Able to lift 40 pounds or more 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 communication skills.
- Demonstrate computer skills, including but not limited to, Microsoft Office, email, and database Management.
- Requires current Pediatric CPR and First aid certification.
- Requires Shaken Baby Syndrome/SIDS training Certifications and Abusive Head Trauma training.
- Requires Negative Tuberculosis test before hire.
- Requires Physical exam before hire.
- Must complete a background check that coincides with State and Federal regulations.
- Must pass a drug test, and fingerprinting that coincides 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 toddler's social, emotional, physical, cognitive, and intellectual development.
- Maintaining detailed records of children in their care.
- Work in a team setting with all staff to determine the individual needs of children.
- Assist co-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 participate 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".
- Make referrals as needed.
- Participate in IEP meetings.
- Fill out accident/incident reports as appropriate.
- Attend training/conferences that are assigned.
- Perform all other duties and responsibilities as assigned.

**Application Procedure:**

Submit your application, cover letter, resume, and three personal reference letters (no relation) to the address below. The resume should be typed and include information on education, experience, professional 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 per the Lac Courte Oreilles Tribal Policies and Procedures Manual.