



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Substitute Teacher
Department: Head Start
Supervised by: Head Start Director
Pay Grade: \$28.61 - \$40.06 Hourly
FLSA: Nonexempt, Hourly, On-Call/As Needed

Position Summary: Under general supervision of the Head Start Director, plans, coordinates and provides daily early childhood development lessons and services in an engaging, safe and supervised educational environment for preschool children.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Develops and implements age-appropriate lesson plans, activities and projects on a daily basis; maintains lesson plan book.
- Promotes the social, emotional, physical and cognitive development of preschool children; ensures compliance with Head Start standards.
- Screens and assesses for early intervention, including speech, behavior and developmental delays.
- Develops individual goals for children based on assessments, evaluations and ASQ parent questionnaires.
- Communicates daily with parents regarding child's progress and development.
- Supervises, teaches and manages behavior of children individually and in small groups.
- Observes and records child participation in activities.
- Maintains accurate and complete student records; enters data into Child Plus software program; submits monthly reports as required.
- Schedules and attends home visits and conferences with children's parents or guardians.
- Coordinates and prepares annual school Open House.
- Serves meals to children in accordance with established policies, procedures and regulations.
- Maintains a safe and healthy environment; sanitizes and disinfects as necessary.
- Performs monthly bus monitor duties.
- Attends and participates in staff meetings and child development trainings as required.
- Establishes and maintains positive, effective and collaborative working relationships with children, parents and staff.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.
- Other duties as assigned.

Supervisory Responsibilities:

- Supervises the Teacher Aide within the classroom and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Increases staff effectiveness by assisting with selecting, orienting, training, coaching, counseling, and evaluating Teacher Aide; communicating values, strategies, and objectives; assigning accountabilities; planning and monitoring performance and job results; developing a climate for offering information and

opinions; addressing complaints and resolving problems; integrating functional objectives; providing and participating in educational opportunities.

- May host regular staff meetings to ensure communication with Teacher Aide regarding program and classroom-related activities.

Education and Experience:

- Bachelor's degree in Early Childhood Education or Development, or related field.
- One year experience working in a classroom, Head Start or similar situation preferred.

Other Requirements:

- Must obtain and maintain California Preschool Teacher Permit within 30 days of hire.
- Must obtain and maintain CPR, First Aid and Mandated Reporter certifications within 30 days of hire.
- Must obtain and maintain Food Handler's Card within 30 days of hire.
- Show proof of having had a current medical examination, TB skin test and Hepatitis inoculation. If requirements are not current must consent and complete before employment and be maintained annually
- Knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must have and maintain a valid California Driver's license and be insurable under the Tribe's existing automobile insurance policy.
- Must comply with the Driving Policy, Drug-Free Workplace, and the Pre- Employment Selection policy, and Employee Background Check requirements.
- Show proof of having had a current medical examination, TB skin test and Hepatitis inoculation. If requirements are not current must consent and complete before employment and be maintained annually.
- Must comply with the Bishop Paiute Tribe's COVID-19 Vaccination Policy.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Job Knowledge* - Knowledge of principles and practices of early childhood development and care; stages of child development; appropriate food handling, storage and disposal requirements; and applicable federal, state, county and local laws, regulations, and requirements.
- *Decision Making* – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- *Interpersonal Skills* - the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
- *Analytical Skills* - Ability to analyze operational and statistical information and child assessments and draw logical conclusions; compare and interpret facts and figures.
- *Communication* – Ability to communicate clearly both verbally and in-writing; ability to write clear and concise reports, memoranda, directives and letters.
- *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management* – the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
- *Detail Oriented* – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- *Adaptability* – the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.

- *Reliability* – the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- *Organized* – the individual keeps clean and organized workspace and projects.
- *Motivated* – the individual inspires self and others about them to get the job done and follow through on tasks.
- *Technology Skills* – Operates various word-processing, spreadsheets and database software programs in a Windows environment.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit, stand and walk; use hands to finger, handle, or feel; reach with hands or arms; climb or balance; stoop, kneel, crouch or crawl; taste or smell; and talk or hear. The employee may be required to lift and/or carry up to 50 lbs. Normal clarity of vision is required.

Work Environment:

Work is generally performed in a classroom setting and in an outdoor environment. Work involves exposure to high risk or potentially dangerous situations, dust, fumes and allergens, infectious disease and excessive noise. Work frequently requires the use of protective clothing, equipment, devices or materials. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel is required for training, meetings, conferences, presentations, and other events.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____