



# Tolowa Dee-ni' Nation

## Position Description

**Title:** XELP Teacher  
**FLSA:** Non-Exempt  
**Pay Grade:** 6 (\$19.85-\$26.76)  
**Subordinates:** Yes

**Department:** Education  
**Status:** Full Time  
**Supervisor:** Education Coordinator  
**Grant Funded:** No

### Position Summary:

Responsible for planning, promoting, providing and documenting a safe healthy environment that meets or exceeds Head Start requirements and program performance standards, will oversee the site operations and perform administrative duties by Xaa-wan'-k'wvt Early Learning Program (XELP).

### Essential Duties and Responsibilities:

1. Submit monthly reports and required paperwork to Education Coordinator (monthly progress report, weekly lesson plans, and monthly attendance report as directed).
2. Responsible for posting weekly lesson plans so staff can be prepared and implement in accordance with XELP's education component's goals and objectives, and the Head Start Performance Standards requirements.
3. Maintain constant and overall supervision of children during Early Learning Center (ELC) sessions and services. This includes but is not limited to classroom time, indoor and outdoor play, meal times, in lavatories, fieldtrips, drills and when other ELC activities occur. Shall be required to be onsite during days children are at school.
4. Responsible to set up an age-appropriate classroom arrangement that is attractively set up, neatly organized and a safe learning environment.
5. Responsible for completing pre-developmental and health screenings annually for each child. Screening shall be completed within 45 days of child's entry into the program.
6. Will include and implement culture, mental health, dental health, and nutrition activities into curriculum.
7. Incorporate the Dee-ni' Wee-ya' (Tolowa Language) and Dee-ni' (Tolowa) culture within daily, weekly, monthly and yearly curricular activities at every opportunity.
8. Will provide training/support to Teacher Assistant in specific teaching methods, child development concepts and activities, and discipline guidance.
9. Serve as a role model for Teacher Assistants, parent/guardian and community service workers providing supervision and guidance to volunteers in the classroom.
10. Implementing health and safety procedures with diapering and potty training children.
11. Conduct at least (1) home visit and (2) parent teacher conferences each year, one for enrollment and others to keep parents informed of their child's growth and development and reviewing/updating family goals as part of family engagement. Encourage parents during visits to volunteer and become involved whenever possible.
12. Must attend extra-curricular XELP activities that are part of individual site operations, activities, plans, or services this may entail working evenings and weekends.
13. Must be willing and available to attend and participate in staff meetings, pre-service and in-service trainings, seminars, conferences, and other program and development oriented activities either onsite or in other locations.
14. Must develop, understand, and enforce safety rules and emergency procedures.
15. Prepare and disseminate monthly calendar, maintain current files on children and maintain general cleanliness and sanitation of facility.
16. Ensure confidentiality of information for all children, families and staff in the program at all times either onsite or offsite.

17. Complete developmental assessment determinations three times a year for each individual child and utilize this data for individualizing curriculum. The first assessment is due within the first 45 days of program year.
18. Willing to support Tolowa language acquisition and development.
19. Other duties as assigned.

**Minimum Qualifications:**

1. Possess or in final states of completing an A.A. Degree in Early Childhood Education or Child Development or equivalent; at least 2 years of experience working in Head Start or preschool programs.
2. Ability and knowledge to work with 2.9 to 5 years of age children and meet standards of conduct and confidentiality.
3. Must submit to and pass a pre-employment drug and alcohol screen.
4. Requires computer literacy in a Microsoft office environment.
5. Relevant to the position Bachelors with 1 year job specified experience.
6. Ability and knowledge to work with 3 to 5 year old children and meet Head Start standards of conduct and confidentiality.
7. Requires computer literacy in Microsoft Office (Word, Outlook, PowerPoint and Excel).
8. CPR and First Aid certified.
9. Current physical exam/tuberculosis test clearance.
10. Willing to support Tolowa language acquisition and development.
11. Possess a valid driver's license to drive agency vehicle(s).
12. Must submit to and pass the pre-employment drug and alcohol screen and criminal background investigation.
13. Comprehensive knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.
14. Qualified American Indian Preference applies.

**Supervisory Responsibilities:**

Is responsible for supervision of subordinate staff, Teacher Assistant, Classroom Aide, Volunteers and children in program.

**Language Skills:**

Ability to read, analyze and interpret technical manuals and government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions, while facilitating group meetings.

**Mathematical Skills:**

Ability to work with mathematical concepts, such as probability and statistical inference ability to apply concepts such as fractions, percentages, ratios, and proportions.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Certificates, Licenses, Registrations:**

Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

**Physical Demands:**

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 30 pounds and occasionally lift and/move 50 pounds.

Position may require occasional overnight travel, evening and weekend work. Requires the ability to drive 7 hours within a 24 hour period.

**Vision Requirements:**

1. Close vision (clear vision at 20 inches or less).
2. Distance vision (clear vision at 20 feet or more).
3. Color vision (ability to identify and distinguish color).

**Work Environment:**

The work environment temperature can fluctuate between 50-80 degrees Fahrenheit due to open doors and windows. The job will could require inside and outside activities. There are many distractions and the noise level can escalate.

**Additional Employment Conditions:**

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

Section 408 of the Indian Child Protection and Family Violence Prevention Act of 1990 (Public Law 101-630) requires an investigation of the character of each individual who is employed, or is being considered for employment, in a position with duties and responsibilities that involve regular contact with or control over Indian children. A criminal history investigation will be performed and the applicant must meet the minimum standards of the Act.

In compliance with TDN laws and policies, the applicant must be in good standing with TDN and its entities. Past employment will also be taken into consideration.

**Acknowledgment:**

I have read this job description and fully understand the requirements set forth herein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Tolowa Dee-ni' Nation has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all function, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Tolowa Dee-ni' Nation as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_