

**Northern Cheyenne Tribe**  
**\*\*\*Job Advertisement\*\*\***  
**Head Start Program**

**POSITION:** Center Teacher

**SALARY:** \$14.65-\$16.00

**SUPERVISOR:** Education Manager

**OPENING DATE:** February 27, 2020

**CLOSING DATE:** March 5, 2020 @ 4:00 pm

**HOW TO APPLY:** Submit the following:

1. A current NCT Application.
2. A copy of your GED or High School diploma
3. Bachelor's Degree in Early Childhood Education preferred or a "Related" Bachelor's Degree or higher that includes coursework equivalent to a major, 300 hrs. Instruction (30 qtr. or 20 SEM credits) in Early Childhood Education or an Associate's Degree in Early Childhood Education. Transcripts are required to validate educational requirements to meet Head Start Performance Standards. Must be willing to attend college courses to meet head start qualifications.
4. Head Start mandates one of the following requirements:
  - a. A copy of a current Child Development Associates Degree(CDA) or
  - b. A copy of Associates of Art's Degree in Early Childhood Education or
  - c. A Bachelors of Arts Degree.
  - d. Submit Copies of degree or certified transcripts.
5. Must sign a release of information for background check. Make a \$10.00 money order for the Northern Cheyenne Tribal Courts.
6. Must submit to a drug test upon hire.
7. All applicants must supply the following documents with their application.
  - a current physical,
  - a copy of current immunization.
  - proof of Hepatitis B vaccination
  - Current TB Test results.
8. Upon hire, a First Aide/CPR training will be required.
9. Must have a valid Montana Driver's License
10. NCIC Background Check and Drug Test required upon hire

**Please turn completed application to the Personnel Director**  
**DO NOT TURN IN TO THE HEAD START OFFICE.**

Summary of Work: Provides a professional educational program and environment for children in accordance with the overall objectives of the Head Start Program and philosophy. Provide structured classroom management and monitors classroom activities. Actively promotes parent/family involvement and advocates for the children and their families. All teacher must comply with all HS Performance standards and reporting as prescribed according to Head Start Guidelines.

**Job Requirements:**

Knowledge: This position requires knowledge and respect for children and an understanding of child/parent needs. This position requires a thorough knowledge of early childhood education and the developmental levels. Must be knowledgeable of Head Start Performance standards and all requirements that are needed for reporting. Keeping accurate records that must be submitted in a timely manner.

Skills: This position requires skills in teaching small children, skills in keeping accurate records, and must be able to be computer literate and have skills in audio-visual equipment and classroom equipment.

Abilities: This position requires the ability to: develop lesson/classroom plans; monitor and interpret and carry out instructions; promote public relations; Conduct self in a professional manner on the job; initiate and implement program goals; keep accurate documentation; maintain a positive approach to teaching small children. Communicate effectively in writing and orally. Follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors and public.

**Incomplete Applications will not be considered.**