

NORTHERN CHEYENNE TRIBE  
\*\*\*\*\*JOB DESCRIPTION\*\*\*\*\*  
HEAD START PROGRAM

**POSITION:** Instructional Coach

Salary: \$22.20

**SUPERVISOR:** Director

**OPENING DATE:** 11/26/18

**CLOSING DATE:** 12/4/18

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

1. A current NCT application.
2. Copy of BA/BS in Early Childhood Education, Elementary Education or a related field or AA in Early Childhood or related field with applicable early childhood classes preferred.
3. Must sign a release of information for background and records check and submit a \$10.00 money order for Northern Cheyenne Court to Head Start.
4. A copy of current physical, immunization, Hepatitis B vaccination, and TB skin test.
5. Valid Montana's Driver's license
6. Possess a CPR/First Aid Certificate or be willing to certify.
7. Drug testing and fingerprinting required upon hire.

Please turn completed application into N.C. Tribal Human Resource Director.  
Do not turn in application and documents into Head Start Office.  
Incomplete Application will not be considered.

**SUMMARY OF WORK:** Position ensures that teachers are getting the support needed to successfully teach and implement the assigned curriculum and practices which promote high quality learning and school readiness.

**JOB REQUIREMENTS:**

**Knowledge:** Must have knowledge of social service agencies and family support principals.

**Skills:** Must have computer experience with proficiency in various office software programs and excellent working knowledge of a variety of computer software programs. Must be able to support the goals and objectives of management decisions in a positive manner. Must be able to hear and speak clearly on the telephone and in person and have excellent communication skills.

**Abilities:** Ability to relate well to and coordinate with low-income children and their families, to solve problems; work independently and cooperatively with staff and parents, to speak in public and to facilitate group discussions and trainings, to prioritize work, to adapt to changing and/or difficult situations, ability to function effectively as a member of management and ability to function effectively in a high paced environment.