

# ASSISTANT DIRECTOR/LEAD TEACHER

## Position Announcement

### (Open)

#### **BACKGROUND:**

The Kaibab Early Learning Center is seeking an enthusiastic and motivated Assistant Director/Lead Teacher. This individual will be responsible for overseeing their classroom and will assume the duties of the Center Director in his/her absence. Provide a safe, nurturing learning environment; implement activities that inspire and encourage social, physical and intellectual development among children by giving children the opportunity to explore each day. Helping them understand and expand their individual interests, assert their independence, build self-esteem, and most importantly, prepare them to enter elementary school.

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<b>TITLE:</b>	Assistant Director/Lead Teacher
<b>DEPARTMENT:</b>	Kaibab Early Learning Center (ELC)
<b>SUPERVISOR:</b>	ELC Director
<b>OPENS:</b>	October 4, 2016
<b>CLOSES:</b>	October 18, 2016
<b>STATUS:</b>	Full-time, Permanent/Benefits after 90 days
<b>SALARY:</b>	Negotiable

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#### **DUTIES & RESPONSIBILITIES:**

The Assistant Director/Lead Teacher will provide care and support to children of various ages; prepare lesson plans that are creative, age-appropriate, and are within the guidelines of the curriculum selected; interact with parents and welcome them to become active in their children's development and growth; provide information regarding their child(ren)'s progress, address concerns, and maintain an environment that is respectful of child and family cultures, values and differences of all children; keep parents/guardians informed by posting parent information on parent information boards such as lesson plans, meal plans, daily schedules and upcoming events; supervise children at all times and be actively involved; help maintain the environment and keep it in a safe and healthy condition on a daily basis (e.g. checking for broken equipment, keeping their classroom clean, sterilize toys, etc.); promote the importance of good hygiene, care and guidance toward others.

The Assistant Director/Lead Teacher will work closely with the Director and will keep him/her informed of important information regarding the children, parents, staff, and Center; will supervise the Receptionist/Floater and will work with the Director to set up work schedules to ensure proper staff to student ratios are met; will assist in responsibilities of other duties in the event other personnel or Director is not available; attend and participate in staff meetings, Center events and parent meetings, plus conduct parent tours. The Assistant Director will be knowledgeable in all areas of the Learning Center and must know emergency procedures.

#### **MINIMUM QUALIFICATIONS:**

Must have a positive and creative personality to help students learn; engage in behaviors conducive to team building with staff, such as open communication, encouragement, support and tolerance of each other; be a team player; possess organizational and leadership skills; must have knowledge and experience of Windows-based programs such as Microsoft Office products (Word, Excel, etc.)

Applicant must meet the requirements for certification for a Preschool Teacher as outlined in the Arizona Department of Health Services Office of Administrative Rules; this includes tuberculin test (as required by state child care licensing), submit to finger and criminal background check according to P.L. 101-630 standards; possess a valid driver's license and provide proof of a clean driving record; must maintain current certification in Infant/Child First Aid and CPR, if not currently certified, s/he agrees to attend Red Cross Training within 30 days of hire; complete any other training sessions, which may be required at a future date.

#### **EDUCATION/EXPERIENCE/SKILLS:**

Must be 18 years of age or older and possess a minimum of 1 year experience in this field; applicant must have an Associates or Bachelor degree from an accredited college or university in Early Childhood Education, Child Development, or other closely related field; an N.A.C., C.D.A., or C.C.P. credential will be accepted.

**DRUG-FREE WORKPLACE POLICY:**

The Kaibab Paiute Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Kaibab Paiute Tribe policy, this position requires pre-employment drug testing.

**DRIVER'S LICENSE AND DRIVING RECORD POLICY:**

All employees, except convenience store clerks, must present and maintain a valid driver's license and a driving record acceptable to our insurer. When an applicant applies for employment, a current driving record must be submitted with the application or they will not be allowed to interview.

Employment applications are available online– [www.kaibabpaiute-nsn.gov](http://www.kaibabpaiute-nsn.gov) or at the Tribal Affairs Building located on 1 North Pipe Springs Road Fredonia, AZ 86022. Interested applicants must return completed applications for consideration. For more information, contact the Human Resource Director, Kim Nuttall at (928) 643-7245.

**Only completed applications will be accepted. All applications must have a copy of requested education requirements; Driver's License, 36 month Driving Record and a completed fingerprint card submitted (can be picked up at HR office).**

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND ADHERES TO THE INDIAN PREFERENCE ACT