



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Substitute Teacher
Department: Head Start
Supervised by: Head Start Director
Pay Range: T-3 \$12.36 - \$17.30
FLSA: Non-Exempt, Hourly, On-Call - As Needed

General Duties: To provide a successful, safe and supervised educational setting for children while they are in the Head Start environment (classroom, outdoor play area, and field trips); to promote the social, emotional, physical, and cognitive development of preschool children in line with relevant Head Start standards; to encourage parent involvement in all aspects of the program; to develop individual goals for children based on continual assessment and evaluation of progress to develop the skills required to facilitate a successful transition into kindergarten.

Responsibilities:

- Maintains daily lesson plan book and is responsible for the ordered learning environment and décor of the classroom.
- Supervises children individually and in small groups. Should be constantly aware of the needs of every child. Considers the individual child in relationship to his cultural and social economic background - treating each child and their parents with dignity and respect.
- Implements methods for effectively utilizing the services of classroom aides and volunteer assistants.
- Attends all mandatory events as instructed by the Director.
- Assumes an equal share of the joint housekeeping responsibilities of the staff.
- Plans and implements methods of establishing positive liaison with parents and staff.
- Any other tasks instructed by the Director that is deemed necessary for the smooth operation of Head Start.
- Responsible for own class record keeping and entering data into the software program.
- Other duties as assigned.

Supervisory Responsibilities:

Supervise Teacher Aide for their classroom. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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

- 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.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- 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 develops 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.

Experience and Education:

- Possess or in the process of an Associate Degree or higher in Early Childhood Education or related field.
- Possess or in the process of obtaining a State of California State Preschool Teaching Permit.
- Fingerprint and background clearance and Pass a pre-employment drug screen.
- 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.
- Comply with the Driving Policy, Drug, Alcohol and Contraband-Free Policy and Pre-Employment Selection Policy.
- Possess CPR and First Aid certification and a food-handling certificate, or willing to take classes immediately upon hire.

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: _____

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.