



## Lac Courte Oreilles Head Start & Early Head Start

8837 N Trepania Road, Hayward, WI 54843

Phone: 715-634-8560

Fax: 715-634-0061

### LCO Head Start/Early Head Start Teacher

#### JOB DESCRIPTION

**Job Title:** *Head Start/Early Head Start Teacher*  
**Reports to:** *LCO HS/EHS Education Coordinator*  
**Location:** *LCO Head Start/Early Head Start*  
**Classification:** *Full Time*  
**Salary Range:** *Negotiable*  
**Opening Date:** *8/3/2020*  
**Closing Date:** *Open until filled*

**GENERAL DESCRIPTION:** The LCO Head Start/Early Head Start Teacher will be responsible for implementing, evaluating, planning, organizing, directing, and assessing all work related to the development of each individual child. The class setting consists of children ages birth to five. The Teacher will collaborate with families, educational services, and the community to achieve the children's individual and classroom learning goals. All work is completed in accordance with the office of Head Start Performance Standards, LCO HS/EHS Tribal policies, protocols, and Education/Disability Service Plan.

#### Qualifications:

- Must be 18 years of age;
- High school diploma/GED;
- AA Early Childhood education or;
- Prefer BA Early Childhood Education;
- Must hold a valid driver's license and able to successfully pass the Tribes driving record check;
- Must successfully pass a background check, in accordance with State and Federal regulations;
- Must pass a drug test, and fingerprinting in accordance with State and Federal regulations;
- Requires current Pediatric CPR and First Aid Certification;
- Requires Shaken Baby Syndrome/SIDS training Certifications (SBS/SIDS);

- Requires Negative Tuberculosis test before hire and every two years thereafter;
- Requires Physical before hire;
- Able to lift up to 40 pounds, many times throughout the day;
- Experience (typically one year) working with groups of preschoolers (ages 0-5), knowledge of age-appropriate behaviors and safety practices;
- Ability to develop, developmentally appropriate lesson plans and activities for young children;
- Good oral and written communications skills;
- Demonstrate computer skills, including but not limited to, Microsoft Office, Email, and Database Management.

**Performance Responsibilities:**

- Willing and able to participate in all training provided for yearly continuing education hours;
- Must maintain the confidentiality of all family information and records;
- Plan and implement age-appropriate child development lesson plans that provide a variety of activities designed to enhance infant and toddlers social, emotional, physical, cognitive, and intellectual development;
- Maintaining detailed records on children in their care;
- Work in a team setting with all staff to determine the individual needs of children;
- Maintain the classroom environment including organization of space and material storage;
- Supervise indoor and outdoor activities, including field trips;
- Professionally greet children and parents pleasantly and appropriately;
- Encourage parents to participate, visit, and become involved in the Head Start/Early Head Start Program;
- Maintain professional communication with all family members staff and community partners;
- Participate in staff meetings and training as mandated;
- Complete and update an individual annual “Professional Development Plan”;
- Fill out accident/incident reports as appropriate;
- Perform all other duties as assigned.

**Application Procedure:**

Submit application, cover letter, resume, and three personal reference letters to the address below. Resumes should be typed and include information on education/transcripts, experience, professional and/or community involvement, and availability.

***Lac Courte Oreilles  
Head Start/Early Head Start  
ATTN: Patricia Kakazu, HR Manager  
(715) 634-8560 Ext. 2253  
8837N Trepania Rd.  
Hayward, WI 54843***

Tribal preference will apply to qualified applicants in accordance with the  
Lac Courte Oreilles Policies and Procedures Manual.