

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION

P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT

Phone: (208) 478-3856/(208) 478-3857
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JOB ANNOUNCEMENT

TITLE: TEACHER/ BUS DRIVER

DEPARTMENT: HEAD START –EARLY CHILDHOOD PROGRAMS

SALARY: \$10.32 – \$18.42 G2-10 /S1 After probationary period

OPENS: November 7, 2022

CLOSES: November 18, 2022

CAREER STATUS: NON-EXEMPT FULL-TIME EMPLOYEE DURING SCHOOL YEAR, CONDITIONAL UPON SUCCESSFUL PROBATIONARY EVALUATION & BUDGET APPROPRIATIONS

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL STATEMENT

This position is responsible for the development and implementation of developmentally appropriate class curriculum and activities for pre-school children (3-5 years) as defined within the Head Start Grant and Federal Performance Standards. Additional duty beyond the classroom will be transportation of children. Works closely with other Early Childhood Programs in implementation of service area plans.

SUPERVISION

This position is supervised and evaluated by the Head Start Education Coordinator. Position delegated supervisory responsibility over classroom volunteers and foster grandparents. The duties related to transportation will be evaluated by the Transportation Coordinator.

DUTIES AND RESPONSIBILITIES

1. Participate in updating Child Development Service Area Plan, conduct ongoing curriculum planning with Head Start Staff and parents.
2. Implements goals and objectives in compliance with Head Start performance standards for Child Development and Early Learning, with alignment to State Early Learning Guidelines.
3. Conducts and documents daily health checks for wellness on each child in the classroom and assure compliance with Head Start Environmental Health Standards and health policies.

TEACHER/ BUS DRIVER

Approved 10/31/22 DA3296

4. Plans and prepares for individualization for each child, specifically children with special needs and is expected to work with the Health/Disability Coordinator and Early Intervention Staff.
5. Supervises pre-school children and ensures a safe learning environment appropriately monitors activities in the classroom, play areas, on field trips, and during transport with the ability to respond to emergencies at any time.
6. Keeps inventory of classroom equipment/materials and turns in inventory lists and supply orders to the Education Coordinator.
7. Responsible for maintaining certifications including training relating to emergency response during transporting children, or certifications required by the Head Start Act 2007.
8. Maintains certifications and/other employee requirements to meet center licensing requirements required by the Idaho State Department of Health and Welfare.
9. Duties and responsibilities will include other activities and areas as needed to carry out position functions and attend activities which may include some evenings.
10. Must be a self-starter whom completes tasks in a timely manner and must possess ability to work independently with little or no supervision.
11. Must possess excellent verbal and written communication skills.
12. Ability to understand and execute a variety of complex written and oral instructions.
13. Must demonstrate ability in interpreting and applying laws, regulations, resolutions, and policies.

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC... A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

PROFESSIONALISM:

1. Is responsible for the daily operation of the assigned classroom of 16-19 children ages 3-5 years old.
2. Plans for, documents, and sets up a safe, clean, healthy, and developmentally appropriate environment that reflects the culture and diversity of the children/families enrolled in the program including those who are at-risk for or who have special needs.
3. Provides support and guidance to classroom staff and volunteers as needed.
4. Is familiar with the tribal and department organizational structure, adheres to and upholds policies and procedures.
5. Is expected to have knowledge and keep abreast of current child development, early childhood education, and other appropriate practices.
6. Expected to model high standards of honesty and integrity in all matters of employment with the Shoshone-Bannock Tribes and Early Childhood Department and conducts self both on and off the job in a manner that brings credit to the Tribal Government.

7. Prepares and submits required reports/checklists to the Education Coordinator.
8. Must be able to adapt quickly to change(s).
9. Projects a professional attitude and appearance.
10. Performance Standard shall include but not be limited to :
 - Ability to maintain dependable attendance and reliability
 - Efficient use of public skills to provide quality customer service
 - Ability to establish and maintain effective working relationship with staff
 - Ability to work independently with little supervision
 - Demonstrated knowledge of practices and procedures utilized in environment

MEETINGS LESSON PLANS & PARENT TRAINING:

1. Knowledge of, and willingness to, implement lesson plans that include Shoshone-Bannock culture and traditions.
2. Participates in daily learning activities planned for children (Literacy, Pre-reading, language, pre-math, science, gross and fine motor activities, and socialization, etc...) indoors and outdoors in all areas of development.
3. In partnership with parents, develops individual educational plans that include goals and objectives for each child, adapts curriculum and plans age appropriate activities to address and meet individual goals.
4. Prepares classroom materials to support lesson plans including set-up and modification of learning centers as needed.
5. Develops and implements weekly lesson plans for learning activities incorporating the child outcomes framework including the eight domains; Language Development, Literacy, Mathematics, Science, Creative Arts, Social & Emotional Development, Approaches to Learning, and Physical Health & Development. Lesson Plans are to be completed by the **Friday** before the week of implementation and submitted to the Education Coordinator for review.
6. Assists with parent involvement activities and strives to include parents in all aspects of their Head Start experience. Solicits parent volunteers in all areas of the classroom and encourages their input in curriculum planning.
7. Communicates regularly with Education Coordinator on challenges or concerns to share with other area Coordinators.
8. Participates in annual program self-assessment and community assessment process.
9. Works closely with nutrition coordinator to provide adequate nutrition and food experiences for the children.
10. Conducts two home visits and two center conference a year with enrolled parents to report the progress of their child's educational goals and objectives.
11. Participates in scheduled team meetings to plan for and deliver collaborative services across all service areas.

12. Maintains two-way communications with parents, Education Coordinator and Staff.
13. Participates in regular scheduled meetings to plan for and deliver quality services to children and families.
14. Promotes and assists parent involvement in program activities.
15. Attends all mandatory and professional development training as required for employment and deemed necessary to obtain skills to adequately perform duties.

TRANSPORTATION:

1. Provides safe bus transportation for Head Start children assuring each child is picked up and delivered on schedule.
2. Ensures compliance with Idaho and Head Start regulations and policies in regards to transporting pre-school children.
3. Responsible for on-going record keeping of transportation services including pre and post trip inspections, bus attendance, safety checklists, maintenance, mileage and gas purchases.
4. Responsible for communicating any transportation issues to service area coordinators and reports any needed bus repairs, traffic accidents, and citations, etc...
5. Responsible for maintaining certifications including training relating to emergency response during transporting children

MAINTAIN HEALTH/SAFETY REQUIREMENTS IN RELATION TO COVID-19; ESSENTIAL FUNCTIONS:

- **Greet staff, visitors, families, and children at the front desk or on the bus**
- **Screen all staff, visitors, families, and children entering the facility**
- **Ensure the safety and well-being of all children at all times**
- **Escort children to and from classrooms**
- **Insure sanitary procedures are followed by all adults/children**
- **Clean and disinfect procedures as required**
- **Safely dispose of all disposable PPE including items such as gloves, masks, etc.**
- **Ability to be a team player; support and assist team members**
- **Maintain emotional control under stress; work prolonged or irregular hours**
- **Environmental cleaning and disinfecting**
- **May experience exposure to COVID-19 in the classroom**
- **Must abide with SBT COVID-19 Policy Manual and funding agencies policies/procedures**

QUALIFICATIONS

Grade 10/Step 1: A Bachelor's degree (BA) in Early Childhood Education or related field with experience teaching in a preschool setting.

Grade 7/Step 1: An Associate degree (AA) in Early Childhood Education or related field with experience teaching in a preschool setting.

Grade 5/Step 1: Highschool Diploma or GED with a Child Development Associate (CDA), Certificate in Early Care and Education, or Certification in Early Childhood Education.

Grade 2/Step 1: Highschool Diploma or GED, working towards a CDA

CAREER ADVANCEMENT: Eligible for wage increase based upon experience, education, skills, certifications, licensure, and compensation supported by funding agency

ADDITIONAL QUALIFICATIONS:

- Must possess a valid Idaho State driver's license; be insurable under the Shoshone-Bannock Tribes and willingness to obtain a CDL with bus driver endorsement required for employment.
- Must have COVID 19 vaccination or gain appropriate vaccination or comply with requirement for weekly COVID 19 screening and provide appropriate documentation (copy of vaccine card, exempt document, weekly screening information, etc)
- Must obtain a food handler's certificate within 90-day probationary period.
- Must obtain a CPR/First Aid certificate within 90-day probationary period.
- Must obtain a physical exam within 90-day probationary period and a Physician's statement stating that they are free from communicable diseases and every two years thereafter.
- MUST pass a fingerprinting and background check of Federal, State, Local, and Child Protection Services agencies within 10 days of employment.
- Employment history must prove creditability and dependability.
- Past employment must demonstrate exceptional organizational capabilities.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at www.sbtribes.com. Applications can be sent via email to recruitment@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Telephone calls are not accepted in place of an employment application or letter of interest.

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.