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EMPLOYMENT ANNOUNCEMENT

POSITION: HEAD START SUBSTITUTE - (**On call position**)

LOCATION: ALL SITES (Elko, Fallon, Lovelock, Ft. McDermitt, Moapa, Nixon, Wadsworth, Duck Valley, Walker River & Yerington)

SHIFT: As needed.

SALARY: \$13.97 nan hour

STATUS: Non-Exempt

Open: UNTIL FILLED

DEFINITION:

Position is responsible to work effectively in a supporting assistant capacity and as part of a team in support of the Head start philosophy.

SUPERVISION:

This Position is under the immediate supervision, evaluation & direction by the Lead Teacher at the designated site and the Head Start Manager and/or Director.

DUTIES AND RESPONSIBILITIES:

1. In the absence of a Teacher, assists in general operation classroom.
2. Assists Staff in carrying out daily planned activities which support and enhance developmentally appropriate practices for preschool children and parent involvement, which may be, but are not limited to:
 - a. Reading stories to children
 - b. Supervising children during all activities
 - c. Participating in songs or dancing activities
 - d. Assist with artactivities
 - e. Prepare or serve meals
 - f. Cooking or baking with the children
 - g. Making or preparing materials for the classroom or playground
 - h. Giving one to one attention to children who need help.
 - i. Talking with children about various activities
 - j. Act as a positive role model for children and parents.
3. To follow Head start Staff directions with minimum supervision.
4. To react with sensitivity to the emotional needs of children. Able to work with young children; understand and like children.
5. To follow Head Start Guidance Techniques while working in classroom.
6. To display a positive attitude towards children, parents, and staff at all times.

7. To maintain complete confidentiality regarding children and staff at all times.

8. Assist and provide input in the development of lesson plans, which include daily activities in the areas of social, emotional, physical, cognitive and adaptive skills.
9. Instructing children in practices of personal cleanliness, self care, nutrition, and other health concerns. Including the role modeling of hand washing and tooth brushing.
10. Participates in appropriate local training programs, workshops and related training to upgrade level of performance in the child development area.
11. Maintain a safe classroom and playground. Cleaning and sanitizing of all center areas at the end of the day.
12. Assist in the storing, unpacking, and sanitizing of all classroom materials regularly.
13. Performs other duties as required to maintain the Head Start Performance Standards and Regulations.

KNOWLEDGE OF:

- Knowledge of and sensitivity to the diverse population, with emphasis on American Indian/Alaskan Native Cultures and able to serve and effectively communicate with the children and families, enrolled in the ITCN Program;
- State and Tribal Child Abuse & Neglect Reporting Laws;
- Health & Social Services Guidelines;
- Strong oral and written communication skills;
- Basic computer proficiency skills;
- Basic Child Development skills.

ABILITY TO:

- Read and interpret documents, such as Head Start Performance Standards, ITCN Personnel Policies; and a variety of instructions furnished in written and oral form;
- Speak effectively;

PHYSICAL DEMANDS:

- The work outlined in this job description involves considerable sitting, standing, walking, bending and lifting (maximum of 45 lbs.) on a daily basis;
- Employee must be able to respond when needed by prompt appearance at a required location.
- Employee must be able to work under physically and emotionally stressed conditions and may be occasionally subject to verbal abuse, threats and physical violence from angry, hostile or disgruntle community and/or family members.
- The employee may be exposed to communicable diseases.
- This employee must have specific vision abilities, to include close vision, distant visions, peripheral vision and depth perception.

QUALIFICATIONS:

- High School Diploma/GED (must submit a copy);
- Valid Driver's License with the required state auto insurance;
- Willingness to work with families residing in high-risk communities;

WHERE TO MAKE APPLICATION:

Inter-Tribal Council of Nevada, Inc.
Human Resources Department
680 Greenbrae Drive, Ste. 265
Sparks, NV 89431
775/355-0600 *** 800-757-3516
(or) Applications may be picked up at the local
Head Start Program or the Tribal Human
Resource office.

**Failure to comply with the Closing Date and incomplete applications will not be considered.*

Submit Resume', reference contacts and certificates of job qualifications; Verification of American Indian/Alaskan Native quantum; Veteran status, if applicable.

Inter-Tribal Council of Nevada, Inc., offers paid medical, dental and vision care; Employee Health and Life Insurance Program; eleven paid holidays a year, accrued Annual & Sick Leave.

Preference will be given to qualified American Indian/Alaskan Native applicants in accordance with the Indian Preference Act, Title 15, US Code Section 471 & 473; However JTCN is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions set forth in Section 703 (i) of the Title VII of the Civil Rights Act of 1964. Employees will be subject to drug testing and signing a declaration regarding all arrests, convictions of child abuse or violent felonies (45 CFR, Part 1301, (d) and 1301.31 (d)).

09/2019