



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Lead Child Care Teacher		<b>JOB CODE:</b> LCCT
Government – Employee		<b>EEO:</b> 5
Exempt	Flex	<b>FUNDING SOURCE:</b> NPD/GRANT
		<b>NATIVE AMERICAN PREFERENCE</b>

*“All employees are subject to the Drug, Alcohol and Controlled Substance Policy.”*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

The Lead Child Care Teacher is a direct support for the Child Care Teachers and is responsible for the care and implementing developmentally appropriate practices for the students enrolled in his/her classroom. Responsibilities may include but not limited to: physical care giving, developmental assessments and curricula development, following an age appropriate curriculum, facilitation and supportive relationships with supervisor, co-workers, parents and students. A point of contact for Child Care Teachers to guide and assist with essential job functions pertaining to the safety and education of the children. Occasional supervision duties will be required when assigned.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Work under minimal supervision while teaching in the classroom.
2. Plan and implement age and developmentally appropriate practices that include physical, emotional, social and cognitive need of the children.
3. Create and implement appropriate weekly lesson plans and goals.
4. Assist in all daily center activities including mealtime routines.
5. Regular observation, documentation and evaluation of each child’s development and progress.
6. Ensure the safety of each child while under your care.
7. Maintain an ordered appearance and cleanliness of the learning environment on a daily basis.
8. Assist in the center’s basic daily maintenance to ensure a clean, sanitary and orderly condition.
9. Write and prepare reports, memos and letters.
10. Attend trainings and/or meetings as required by Supervisor. Travel for meetings and trainings may be required.
11. Provide assistance and support to other staff when needed and/or assigned.
12. Must participate in continuous recruitment for enrollment.
13. Perform other duties as assigned by supervisor.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Assists in developing policies, strategic plans and implements operating plans.
Supervisory Accountability	In absence of Program Manager/Director when assigned.
Organizational Accountability	Oversees daily classroom management and safety of students.
Financial Accountability	None.
Customer Accountability	Interfaces with outside customers and inside customers.



Freedom to Act	Operates with significant independence. Subject to general input and regular review by supervisor.
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**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. High School Diploma or Equivalent.
2. Associates or Bachelor's Degree in Early Childhood Education or complementary degree is preferred, but not required.

**ESSENTIAL:**

1. Be at least 18 years of age.
2. Must pass a background check and provide a negative TB test before scheduled start date.
3. CPR/First Aid, SIDS/Shaken Baby Certified or willing to obtain within 90 days of hire.
4. Supervisory and/or leadership training within 90 days of hire.
5. Must adhere to all confidentiality laws and sign a confidentiality agreement.

**EXPERIENCE:**

1. One year experience in a licensed childcare or early childhood education is preferred.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Ability to perform physical labor as needed for position.
2. Ability to work collaboratively with other staff members to ensure the best care and safety for our children.
3. Ability to communicate in a positive manner both orally and in writing.
4. Model positive behavior and provide guidance to children as needed, while handling discipline concerns calmly and appropriately.
5. Stay current on early childhood education practices.
6. Ability to problem solve in a stressful environment.
7. Create and maintain positive relationships and communication with parents/guardians.
8. Establish and maintain good working relationships with fellow employees.
9. Must be a self-starter, dependable, and possess good organizational skills.
10. Must have knowledge of Microsoft Office programs.
11. Knowledge of Ho-Chunk Culture and willingness to expand, and use that knowledge.

**WORK PLACE RESPONSIBILITY**

1. Maintains a clean, safe and healthy work place environment.
2. Must promote a positive, non-abusive, healthy lifestyle.
3. Promote positive employee relations.
4. Maintains a neat and clean work environment.
5. Must be able to work in a team setting.
6. Informs supervisor of additional training or needs to properly and safely do assigned work.

**WORKING CONDITIONS**

1. The duties of this position are primarily performed indoors in a classroom setting.
2. Daily outdoor teaching and playground supervision.
3. Exposure to diseases, infections such as influenza, colds, etc. on a weekly basis.
4. Exposure to high levels of sound and noise.
5. Ability to lift and carry young children on a regular basis.