



Native American Youth and Family Center

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The Mission of NAYA Family Center is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.

Position Description

Position:	Early Head Start Infant & Toddler Teacher
Department/Program:	Family Services/Oregon Child Development Coalition
Compensation:	Starts at \$13.00 hourly or commensurate with experience
Benefits:	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours (see agency Personnel Policy manual for PTO accrual rates). NAYA recognizes ten paid holidays per calendar year. NAYA also provides medical, dental, and vision insurance, a Flexible Spending Account, and Life Insurance. Employees may enroll in a 401K retirement plan after 1 year of employment.
Employment Status:	Full-Time, Regular, Non-Exempt
Supervision:	No supervisory requirements
Reports To:	Education Coordinator
Job Location:	Portland, OR
Created/Revised:	January 2017

Position Description:

Ensures, supports, and promotes each child’s safety, health, and development in cooperation with their parents and other early childhood professionals in a manner consistent with the Head Start Performance Standards, USDA, and day care licensing regulations. Plans and develops a developmentally and culturally appropriate curriculum which meets the needs of the children and families.

The Infant/Toddler Teacher will have continual interaction with co-workers, parents, and children to provide information; and must relate positively to children and adults. Frequently faces deadlines with attention to detail and must complete tasks and required documentation in a timely manner. The Infant/Toddler Teacher will face considerable amount of variable levels of concentration with frequent or constant interruptions; and must be able to handle multi-faceted tasks on a frequent basis.

This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher-level duties.

Level placements are based on individual skills and performance as well as education and job requirements. Placement and promotions are done through the recruitment process. Demotions are done through the disciplinary process or at the request of the employee.

Essential Functions:

- Regular and consistent attendance is an essential function of this position.
- Establishes a well-managed, child oriented learning environment which is safe, healthy, interesting, attractive, and responsive to the social/emotional, physical, cognitive, and language development of each child served by:
 - Implementing and complying with the program work plan in all service areas for assigned group of children

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- Meeting with appropriate staff, parents, and professionals to share curriculum, progress, and needs; assisting in the planning and conducting of monthly parent training, team building strategies, and ongoing training of assistant teachers and of volunteers to the program
- Implementing and complying with Head Start Performance Standards, OCDC policies, Child Care Division (CCD) licensing requirements, Occupational Safety and Health Administration (OSHA), and USDA procedures for safety, health, nutrition, emergency, and sanitation including the supervision of children at all times
- Promoting sound nutritional practices
- Providing a safe environment that will prevent and eliminate injuries
- Maintaining clean classroom equipment and space as outlined in the Child Development Associate (CDA) essentials
- Openly receiving feedback from members of the Specialist team and implement plans of action to comply with Head Start Performance Standards and OCDC policies
- Provides leadership to staff and volunteers through active direction and actual involvement in the care, teaching, guidance, and training of children ensuring effective program operations, by:
 - Completing developmental screening and follow-up, conducting and recording observations for assessments and evaluations, and creating plans for classroom which incorporate this information for each child in assigned group as required
 - Developing and implementing comprehensive, individualized educational plans for each child in the class in collaboration with parents, co-workers, and consultants
 - Planning and scheduling home visits and parent/teacher conferences to discuss child progress, provide child development education and to establish ongoing individualized development plans for each child with the child's parents or guardian
 - Meeting with appropriate staff to discuss and develop curriculum, participate and strategize in Case Management Team (CMT) meetings for interaction/guidance of children, plan weekly/monthly program/socialization activities and assist in planning and conducting yearly in service training consistent with the program work plans
 - Participating in staff, parent, and advisory meetings
 - Developing work assignments for classroom team
 - Completing all program paperwork as required
 - Riding the bus and assisting in safely transporting children to and from scheduled field trips
- Promotes quality child care services for the benefit of children and families ensuring a program responsive to their needs by:
 - Taking advantage of training or educational experience that will help him/her grow more competent
 - Working to resolve issues and problems among co-workers cooperatively and respectfully
 - Demonstrating understanding of the philosophy of the program and describing its goals and objectives to others
 - Continually evaluating own performance to identify needs for professional growth
- Maintains confidence and protects program operations by:
 - Observing strict confidentiality regarding children and families and making parents and staff aware of this policy
- Continually applies safety practices in all facets of the performance of duties by:
 - Complying with agency safety standards
 - Supporting participation of a safe environment
 - Immediately reporting any unsafe or hazardous working conditions and/or injuries
- Maintains positive team relations within the assigned classroom and during program related activities by:
 - Participating in regular team meetings with classroom staff
 - Participating in weekly team meetings with the Education Coordinator and/or Education Supervisor
- Ensures equipment and supply inventory maintenance by:
 - Conducting spot checks and ensuring all inventories in classroom matches inventory list

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- Continually inspecting classroom equipment and report any deficiencies to the appropriate supervisor
- Following all established purchasing/inventory procedures and guidelines
- Maintains an open, friendly, and cooperative relationship with each child's family by:
 - Ensuring that information and services are provided to the parents in their primary language
 - Promoting parents as the primary educators of their children
 - Encouraging parents to talk about important family events and sharing information frequently with parents about their child's experience in the center
 - Demonstrating understanding of typical parent concerns/anxieties
 - Respecting parents' point of view and attempt to resolve the differences
 - Cooperating with other program staff to help parents obtain clear and understandable information about their child's special needs
 - Assisting in parent involvement activities and encouraging parents and other family members to share skills and talents
- Establishes and maintains parent involvement on a local level by:
 - Planning activities for parents and volunteers within the classroom
 - Recruiting and providing orientation to parents/volunteers as needed
 - Ensuring documentation of in-kind generated from parents and volunteers are properly completed as outlined in program work plans
- Maintain professional and technical knowledge by:
 - Attending educational workshops, attending designated training workshops or seminars, participating in training and coordinating activities as part of the statewide OCDC team
- Contributes to team effort by:
 - Attending staff, parent, and other meetings as required
 - Fostering an understanding of Head Start, its mission, goals, objectives, and program services
- Provides emergency services as an Mandatory First Responder by:
 - Responding to child/adult emergencies by using First Aid and CPR skills
 - Contacting appropriate medical personnel
 - Ensuring documentation related to incident is completed
 - Participating in fire drills and assisting in the evacuation of the children
- Leadership, Training and Mentoring (Infant Toddler Teacher 2 only)
 - Provides ongoing coaching and mentoring to teaching staff and other assigned personnel, apprentices and volunteers as directed or indicated in review of classroom observations such as CLASS or Infant/Toddler Environment Rating Scale, Revised Edition (ITERS-R)
 - Develops and delivers training at pre-service and teacher meetings
 - Participates and strategizes in Case Management Team Meeting for guidance of children, planning program activities
 - Teachers at this level may have additional responsibilities related to leadership, staff development and supervision

Additional Duties:

- Duties as assigned by Education Coordinator
 - Other work related duties or assigned duties
- Additional NAYA Family Center Duties:
 - Understand and adhere to confidentiality
 - Coordinate wraparound services effectively with other NAYA Family Center programs and staff
 - Input data, and maintain NAYA and/or contractually required information database systems to track client information
 - Includes entering client data, assisting and/or preparing periodic reports
 - Database examples include but are not limited to: Efforts to Outcome (ETO), Counselor Max, SAGE Fund Accounting, Raisers Edge, etc.
 - Participate in trainings and/or meetings to ensure program outcomes are achieved

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- Represent NAYA with the utmost professionalism at community events and other public relations opportunities
- Work as an active member of departmental team
- Participate actively in cross-departmental team projects
- Contribute to fostering a safe and secure environment for community members and staff

Qualifications:

Education & Training:

- Infant/Toddler Teacher:
 - High School Diploma or GED
 - Infant Toddler Child Development Associate (CDA) certificate
 - AA/AS degree or higher in early childhood education; OR
 - AA/AS degree in child development, human development, education, elementary education, human ecology, child and family studies, special education, home economics, or family and consumer studies that includes coursework equivalent to a major relating to early child hood education AND 6 months actual work experience working with infant toddler age children: OR
 - BA/BS degree or higher in any field and coursework equivalent to a major relating to early childhood education AND 6 months actual work experience working with infant toddler age children
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience required

Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)

Job Requirements:

- Must be registered with Oregon's Central Background Registry.
- Ability to pass agency sponsored physical examination. TB test documented.
- This position is an authorized driver and must possess current driver's license, good driving record, and auto insurance coverage as defined by OCDC Policy.
- Demonstrated knowledge of Head Start system.
- Possess current First Aid and CPR cards with infant/child CPR.
- Must possess and maintain food handler's card.
- Ability to travel occasionally.
- Ability to relate positively to children and adults.
- Must maintain any current education licensing.

Experience:

- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred
- Six (6) months experience working within a variety of responsibilities to include working with young children, cooking in a restaurant, or cleaning in an industrial setting

Skills:

- Bilingual Spanish/English preferred. Bilingual fluency may be required at some work sites
- Must have ability to operate computers and possess basic knowledge of Microsoft Windows, Word and other software
- Excellent supervision and organizational skills
- Excellent communication skills

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- Effective training/development skills
- Must perform duties with moderate direction given, operating from established directions and instructions. Decisions are made with general agency policy constraints, but requires independent decision making
- Demonstrated ability to work and relate positively with children and adults
- Demonstrated ability to have continual interaction with co-workers, parents, and children to provide information
- Demonstrated ability to handle considerable amount of variable levels of concentration with frequent or constant interruptions
- Demonstrated ability to handle multi-faceted tasks on a frequent basis
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Communication skills, active listening, verbal and written, including public presentation skills
- Proficient computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

Work Environment: 95% office/classroom, 5% outside office including travel time.

- May work outdoors intermittently with exposure to typical Oregon Weather. There may be frequent interruptions, working alone, evening or weekend work, working long hours during peak periods. Working primarily in a close environment with active children.

Physical Requirements:

- The employee may be required to push, pull, and carrying supplies, cleaning equipment, and files, and other equipment in the range of 10-40 lbs
- Frequent lifting, bending, squatting, and kneeling while assisting children or conducting janitorial responsibilities
- The employee is occasionally required to stand; walk; sit; use hands, reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell
- The employee may be required to sit or stand for extended periods of time
- The employee must occasionally lift and/or move up to 40 pounds
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Equipment Used: Computer, phone, fax, copy machine.

Safety Considerations: Some travel may be required.

Other Requirements:

1. Valid Oregon or Washington State Driver License (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy)
2. Successful completion of a background investigation (including a fingerprint criminal history check; see http://www.pps.k12.or.us/files/security-services/Disqualifying_convictions.pdf for more information)

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Application Procedures:

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current Resume
3. A completed NAYA Application for Employment Form

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

Application Deadline: Open until filled.

Attention: Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

Please send application materials to:

Attn: Human Resources
Native American Youth and Family Center
5135 NE Columbia Boulevard
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Fax: (503) 288-1260
E-mail: hr@nayapdx.org