

KAWERAK POSITION DESCRIPTION

DIVISION:	Administration
JOB TITLE:	Inupiaq Immersion Teacher - Shishmaref
POSITION STATUS:	Seasonal/Regular Full-Time Position
EXEMPT STATUS:	Non-Exempt
PAY SCALE GRADE:	12B
SUPERVISOR:	Inupiaq Director

The Inupiaq Immersion Teacher will help administer, direct, develop, teach and implement innovative Inupiaq curriculum that cultivate Shishmaref Language Revitalization Child Care/Language Nest program.

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

1. Assist with implementing the goals, objectives and performance standards of the Language Revitalization Program.
2. Use team approach with parents and staff to develop individualized activities to meet the children's needs. Conduct observations, screenings, assessments and family reviews.
3. Proactive planning expected. Prepare developmentally appropriate Inupiaq classroom materials in and lesson plans that are in Inupiaq language and culture; create and update learning centers as needed to promote child development of children. Ensure that children are supervised at all times.
4. Maintain on-going contact with families, integrate educational goals that are developmentally appropriate into the classroom to promote the health, nutrition, and the education of children in the program. Implement concepts of early childhood education. Schedule family nights once a month.
5. Ensure that evacuation plans, fire and sanitary inspections are updated annually. Maintain monthly classroom and evacuation drills.
6. Maintain ongoing communication with parents on the psychological well-being of their children, at the center.
7. Maintain information flow and ideas with speech and physical therapists, nurses, social workers and other relevant professionals to promote quality services to children.
8. Use appropriate guidance techniques consistent with early childhood education practices.
9. Participate in staff, parent meetings and professional training sessions.
10. Maintain updated child confidential files and parent signatures.
11. Maintain correspondence with all parents through monthly memo and activity calendars.
12. Complete and submit all reports to central office according to timelines.
13. Follow Head Start Child Abuse and Neglect Policies and Standards of Conduct and Confidentiality Policies and report suspected cases of child abuse/neglect.
14. Store supplies properly
15. Play age appropriate games that promote traditional values.
16. Report to Inuusiq Director bi-weekly or as needed for immediate program concerns or issues.
17. Sew, bead, sing, dance and participate fully with children in culture/language learning everyday
18. Learn Inupiaq language and culture from Inupiaq Linguist

19. Other duties as assigned by the Inupiaq Director.

QUALIFICATIONS:

1. High school diploma or GED. Infant Toddler CDA (Child Development Associate) credential preferred. If applicant does not have a CDA they must develop a professional development plan that includes submitting a CDA application within 6 months of hire.
2. Must be willing to work toward an AA degree in Early Childhood Education.
3. Must be 21 years of age by date of hire.
4. Two years of experience in working with young children.
5. Must possess good oral and written communication skills.
6. Inupiaq language fluency, with ability to speak and teach Inupiaq while learning.
7. Ability to work with children of all ages especially ages birth to three years old.
8. Teaching experience with ages P-K-1 preferred.
9. Must be dependable, willing to learn and work independently.
10. Knowledge of the lifestyle and culture of the people in Shishmaref and the Bering Strait region
11. Ability to respectfully interact with the public and express ideas and concepts clearly in oral presentations
12. Able to work collaboratively with peers, communities, partners, and other organizations.
13. Able to maintain strict client confidentiality.
14. Must be able and willing to travel.
15. Must complete an annual TB screening. Must complete and submit a work physical upon hire and every five years after hire.
16. Current State of Alaska Food Worker's Card. If not, must be willing to obtain one within 2 weeks of hire.
17. Current First Aid and Infant/Child (Pediatric) CPR certification. If not current, must be willing to obtain certification.
18. This position is a Covered Position subject to all requirements of the Alaska Barrier Crimes Act AS 47.05.310-47.05.390, 7 AAC 10.900-10.990, and to the Indian Child Protection and Family Violence Prevention Act, 25 USC 3201-3211 (ICPA). A background check clearance is required, including fingerprints, and the employee's name will be submitted to the Background Check Unit of the State of Alaska Department of Health and Social Services and entered into their central registry. Barrier Crimes Act and ICPA requirements apply and must be complied with at all times in order to remain in the position.

EEO

Approved 1-24-17