



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Parent Educator
SUPERVISOR: Family Service Manager
LOCATION: Zaasjiwan Head Start Program
POST DATE: June 10, 2022
CLOSING DATE: June 24, 2022

General Description: The primary responsibility of this position is to provide all program services to parents with infants and toddlers in their home environment. This position will maintain ongoing contact with families and coordinate health, nutrition, family and mental health services to ensure cohesive educational goals while demonstrating developmentally appropriate practices in the family setting.

Qualifications: One-year experience as a teacher in a child care or home-based program is preferred. Child Development Associate (CDA) certification or equivalent coursework as part of an Associate's or Bachelor's degree in Early Childhood Education preferred. (This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)

Salary: \$17.40-\$27.79 dependent on qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Exempt Position Description**

A. TITLE OF POSITION: Parent Educator

B. DEPARTMENT: Zaasijiwan Head Start Program

C. SUPERVISOR'S TITLE: Family Service Manager

D. DESCRIPTION OF DUTIES: This position works to provide all program services to parents with infants and toddlers in their home environment. This position will maintain ongoing contact with families and coordinate health, nutrition, family and mental health services to ensure cohesive educational goals while demonstrating developmentally appropriate practices in the family setting. Specific responsibilities include but are not limited to the following:

Home Visits

1. Drive to family home and deliver educational, social and nutritional information to parents and children via weekly 90-minute meetings for each family
2. Engage families in a cycle of partnering, facilitating and reflecting.
 - a. As partners enter the home as equal status united around a common interest.
 - b. As facilitators, work to gain the parents' perspectives and provide objective, research-based information to support the family's decision making.
 - c. As reflectors, use evidence-based practices to prompt reflections and generate awareness.
3. Assist parents in establishing and attaining long and short- range goals for their children
4. Facilitate home interactive educational activities and model effective parenting skills
5. Complete Family Needs Assessment twice yearly and provide recommendations and referrals
6. Maintain records on dental and health visits as required
7. Meet the needs of all children, including: those at risk, with special needs, are gifted and those who are culturally diverse
8. Develop lesson plans with parents which reflect parental and cultural influences to promote social, emotional, physical and cognitive development

Socializations with Families

1. Integrate all Head Start components into services offered to families during bi-monthly social gatherings
2. Individualize one-to-one and group activities to reflect the unique needs and strengths of all families in the classroom.
3. Follow a consistent schedule with families which includes parent-directed activities, choice time, music and movement, large and small motor activities, skill development, nutrition and effective activities for transitions
4. Encourage parents to use experimentation, exploration, problem solving, cooperation, socialization and choice making

Coordination, Planning and Preparation

1. Review each child's goals and write comprehensive individual plans designed to promote current learning and attend to nutritional, health and social issues
2. Develop and utilize teaching methods and materials for use in the classroom at home
3. Communicate frequently with other staff and parents; serve as liaison among medical and social services in the community; act as an advocate for Head Start families

Trainings, Meetings and Documentation

1. Maintain accurate written records including: assessments, IFSP documentation, screening instruments, anecdotal observations and other required forms
2. Attend meetings, trainings and professional development activities as appropriate

Communication

1. Communications between Parent Educator and family members are confidential. Parent Educator must ensure that families are aware of their right to privacy.
2. Communication with center staff for scheduling and problem resolution
3. Communication with parents, one-on-one and by telephone to promote and encourage participation, goal setting and plan implementation for both the child and the family
4. Communication with the service community, in person and by telephone, to act as liaison, coordinate services and act as advocate for family.
5. Communication with supervisor.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with employees and management staff of the organization with Head Start Program
2. **External:** Frequent contact with the general public, parents and other agency staff.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Performs job responsibilities receiving direction and supervision from the Head Start Family Services Manager.

H. EDUCATION: Child Development Associate (CDA) certification or equivalent coursework as part of an Associate's or Bachelor's degree in Early Childhood Education preferred. All applications will be considered. Program assistance may be available for the purpose of obtaining necessary certification(s).

I. EXPERIENCE: At least one year of experience as a teacher in a child care or home-based program is preferred.

J. SKILLS:

1. Must possess and maintain valid Driver's License, liability insurance and personal vehicle for work-related transportation
2. Ability to communicate effectively with parents and young children
3. Ability to maintain strict confidentiality

4. Ability to apply early childhood development theory in daily home activities and adapt it to the individual needs of child/ren.
5. Problem solving ability to translate emotionally charged family needs into recommendations and relevant community referrals
6. Effective writing skills
7. Ability to work cooperatively with other staff
8. Ability to work with families of varying economic, social and ethnic backgrounds
9. Appropriate knowledge, experience and appreciate of the local culture

K. WORKING ENVIRONMENT:

1. **Work Conditions:** This individual will work primarily in a classroom setting, but will be required to leave the office frequently to meet with families and other professionals in meeting the responsibilities of this position.
2. **Exposure to Hazards:** May be exposed to situations where children’s behaviors may create undesirable conditions or may be exposed to illness.
3. **Physical Requirements:** Daily kneeling, stooping, bending and sitting on the floor to attend to family’s needs. May have to occasionally lift up to 50 pounds. Physically capable to move quickly in order to respond to children who are very active.

L. BEHAVIORS: The vision, goals and objectives of the Lac du Flambeau Band of Lake Superior Chippewa Indians requires the Head Start Teacher to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, clients and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each client, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and subject to disciplinary action.

M. OTHER: Must have a valid driver’s license and liability insurance. Qualifying background check, per Lac du Flambeau Band of Lake Superior Chippewa Indian Head Start and Care Provider Background Check Policy; physical examination prior to starting to rule out communicable diseases; negative TB test prior to starting. Must submit to and pass drug test prior to commencing employment and random drug testing thereafter. Preference will be given to current and former Early Head Start and Head Start parents, if qualified, for vacant position. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will be subject to disciplinary action.

N. SIGNATURE:

_____	_____
Employee	Date
_____	_____
Previously signed	
Tribal Administrator	Date

_____	_____
Manager	Date
_____	_____
Previously signed	
Human Resources Director	Date