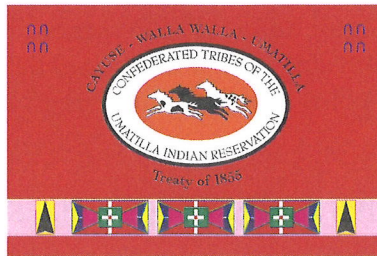


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060**



**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Preschool Educator II

**SALARY:** Pay Range: 6-7  
\$45,000/Annual  
DOE/DOQ

**DEPARTMENT:** Department of Education

**LOCATION:** Nixyàawii Education Center  
Confederated Tribes of the Umatilla Indian Reservation

**EMPLOYMENT STATUS:** Full time with benefits package  
Non-exempt  
Covered Status – Requires background check; fingerprint check  
This position is a grant funded position and is contingent upon grant funding

**SUPERVISED BY:** Preschool Coordinator

**OPENING DATE:** August 18, 2023

**CLOSING DATE:** Open Until Filled with review of complete packets September 14, 2023

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

**GENERAL STATEMENT OF DUTIES**

The Preschool Education II participates in a team approach to implement curriculum activities and program services for children and their families using best practices. The primary responsibility of this position is to assist in ensuring that children's learning experiences in Cay-Uma-Wa Head Start meet the program description and comply with Head Start Performance Standards. This includes creating a learning environment that is prepared, safe, organized and appropriate at all times. The Preschool Educator II will assist in communicating needs and progress of children with program staff, consultants, and parents. Preschool Educator II will assist in developing goals for children, provide on-going assessment on progress and assist with transitions into and out of the program.

## EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

### EDUCATION (45%)

1. Responsible for participating in a team approach to plan and implement weekly lesson plans in the classrooms which reflect best practices and which support CTUIR cultural and language lessons. This is to be done at least two weeks in advance for each class.
2. Nurture each child's self-esteem by respecting their individuality and by providing range of developmentally-appropriate activities ensuring the success of all children.
3. Encourage children toward self-sufficiency by allowing them to perform all tasks of which they are capable.
4. Encourage children's development of self-control by setting clear and consistent limits and having realistic expectations with the PBIS, Conscious Discipline, and DECA, ASQ screens.
5. Nurture children's sense of safety and well-being by respecting and responding appropriately to their emotions and the emotions of staff and volunteers.
6. Involve parents in the planning of their child's individual learning activities, including weekly lesson plans, and other classroom activities and special events.
7. Provide learning activities which support children's learning in all areas of ELOF, including culture, creative self-expression, language acquisition, literacy, numeracy, fine and gross motor development, concepts, reasoning, problem solving and decision making.
8. Responsible for implanting and completing all assessments three times a year including their ASQ and utilizing Teaching Strategies Gold to input all students data into so as to produce reports in a timely manner.
9. Responsible for documenting curriculum plans and activities into the curriculum binder at least two weeks prior to implementation, utilizing a team approach. (This includes planning and implementing special activities such as field trips and guest speakers.)
10. Responsible for assisting Health/ERSEA Coordinator with the screening and assessment of each child's developmental needs and assist with developing individual goals with parent involvement.
11. Responsible for ensuring classroom environment is clean, organized, and developmentally appropriate.
12. Responsible for ensuring children are supervised and safe at all times.
13. Responsible for ensuring all supplies and materials used in the classroom meet safety requirements.
14. Responsible for collaborating with parents and team members in communicating and maintaining an approach to guidance within the standards, policies and procedures, as well as philosophy, of the program to ensure children are taught, disciplined, and supervised in a consistent manner.
15. Responsible for communicating as appropriate with staff, families, community supporters, teachers, and classroom aids in issues relating to children in the program.
16. Responsible for assisting with parent teacher conferences twice a year.
17. Responsible for assisting Education Culture Coordinator with the identification, recording and reporting of supply and equipment needs of all children.

18. Serve as a role model to parents, staff and community members.

#### FAMILY ADVOCATE SERVICES – PARENT INVOLVEMENT– HOME VISITS (30%)

1. Responsible for home visits.
2. Establish mutual trust relationship with program families (PS 1304.40(a)(1) and assist in creating a plan to identify goals
3. Identify family strengths and areas of concern for each enrolled family.
4. Monitor program on Family Partnership goals.
5. Coordinate with other agencies and support family accomplishment of goals in preexisting family plans.
6. Work collaboratively with families to identify and access services and resources that are responsive to each family's interests and goals.
7. Actively work with parents to support and encourage them to participate in the program i.e., Parent meetings, field trips, Policy Council and to become involved in community advocacy.
8. Plan and provide parent involvement with educational and cultural activities that are responsive to the needs of individual parents and groups of parents in collaboration with other community agencies.
9. Coordinate parent meetings, assisting parents to take a leadership role.
10. Assists in designing and implementing a comprehensive service plan for the parent involvement that crosses all Head Start service areas.
11. Assist and work with parents to establish and maintain regular attendance for their child.
12. Assist in ensuring that Head Start program responds collaboratively to community needs.

#### DISABILITY SERVICES (15%)

1. Responsible for assisting with referrals for further evaluation of children as indicated by assessment results, observation and input from family and other classroom staff.
2. Responsible for attending IFSP team meetings for children from each classroom as requested.
3. Responsible for assisting with implementing Individual Family Service Plans.
4. Assist Early Childhood Services Program Manager, Child Development Intervention Coordinator, and Cultural Enrichment Coordinator with planning trainings for parents and staff.

#### HEALTH (10%)

1. Responsible for assisting with performing basic first aid to children injured at Head Start and for submitting injury reports to parents and placing reports in the child's file.
2. Responsible for observing children for communicable disease and contacting parents to come pick-up a child that is too ill to remain in school as outlined in program health policies.
3. Responsible for following program policies regarding prevention, detection of and exclusion and re-admittance for head lice.
4. Responsible for early prevention to a feasible extent and reporting dangerous circumstances to the Program Manager.
5. Responsible for assisting daily safety check of classrooms, restrooms and playground prior to children's arrival.

SUPERVISORY AUTHORITY: None

SIGNATORY AUTHORITY: None

ACCESS TO SENSITIVE AREAS: Personnel records of educational staff. Child and family records are confidential.

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

**Preferred**

1. Bachelor's degree in Early Childhood Education with one (1) year of documented experience working with preschool children in a structured setting.  
OR
2. Must have an Early Childhood Education Associates degree with two (2) year of documented experience with preschool children in a structured setting;  
AND
3. Must be enrolled in a Bachelors degree program in early childhood education within 120 days of hire and Bachelor's degree in ECE must be completed within two (2) year and six months of hire.
4. Possess knowledge of child development, specifically behaviors/expectations of three, four and five-year old children.
5. Possess the ability to communicate child development principles written and orally.
6. Demonstrate ability to supervise pre-school children, classroom staff and ensure a safe and positive learning environment including the ability to monitor and respond to events occurring at all times in classroom, outdoor play areas and on field trips.
7. Must demonstrate evidence of experience assisting with parent teacher conferences and home visits.
8. Must demonstrate strong interpersonal and communication skills, including the ability to communicate in a professional and clear manner.
9. Must have good effective writing skills. Must be able to communicate child, family and program goals in writing through newsletters and reports utilizing charts and graphs and pictures.
10. Must demonstrate the ability to communicate goals, philosophy and developmental tasks and skills of preschool aged children. Must be able to speak in front of children, families and community members.
11. Must demonstrate the ability to work as a team player, leading and following.
12. Must demonstrate knowledge of current best practices in early childhood education.
13. Must possess the ability to engage families and community members through positive, effective and open communication.
14. Must possess ability to handle difficult situations with children and families while maintaining professionalism and confidentiality.
15. Must demonstrate the ability to carry out responsibilities and projects in a timely manner with minimal supervision such as assessments and data inputs.
16. Must possess the ability to self-initiate and multi-task.
17. Must have working knowledge of computer processing equipment and software, including: Word, Excel, Power Point, Outlook, and other Office Suite software. Knowledge of computers and other technological office equipment/software must be kept current by attending trainings as directed by supervisor.
18. Must become knowledgeable of the types of services provided by the Tribal Governmental programs.
19. Must be highly organized and have good filing skills.
20. Must have a valid state driver's license and meet Tribal insurance requirements.
21. Must provide evidence of being current and up-to-date on immunizations including HepB within 30 days of hire.
22. Must provide evidence of physical examination annually, acknowledging clearance to perform job responsibilities within 30 days of hire.
23. Must provide evidence of Tuberculosis clearance within 30 days of hire.



24. Must possess current pediatric First Aid/CPR and blood borne pathogens certification within 30 days of hire and kept current.
25. Must possess current food handler's card within 30 days of hire and kept current.

#### PREFERREED QUALIFICATIONS:

1. Current or Former Head Start Parent.
2. Experience working in Tribal Government.
3. Experience working in Tribal Head Start or Early Childhood Program.
4. Communicate professional plans to attain Bachelor's Degree in Early Childhood or Related Field.

#### PHYSICAL DEMANDS:

1. Must be able to stand for long periods of time.
2. Must be able to sit at low tables and on child-sized chairs.
3. Must be able to easily get up and down off the floor.
4. Must be able to bend and stand repeatedly.
5. Must be able to perform routine cleaning activities such as sweeping, vacuuming and mopping floors, and use sanitizing agents. Must have the ability to drive agency vehicles.
6. Must have the ability to tolerate a variety of weather conditions.
7. Must be able to set up a classroom involving moving chairs, tables, book shelves and other furniture.
8. Must be able to lift and/or move heavy objects or children up to 60 pounds.
9. Must be able to take long walks on varied terrain.
10. Must be able to walk quickly or run short distances.
11. Must be able to interact with children in large motor activities such as throwing balls, pushing swings and skipping/jumping.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

#### SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.

3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

#### DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

#### APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

#### REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

#### APPLICANT RESPONSIBILITY

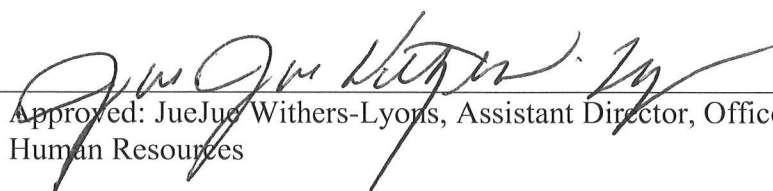
It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted

interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

**OBTAIN AND SUBMIT APPLICATION TO:**

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Onboarding  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)276-9060

**To be considered, application package must be post marked by the closing date.**

  
Approved: JueJue Withers-Lyons, Assistant Director, Office of  
Human Resources

  
Date

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**Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

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Applicant Signature

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Date

