



541-429-7180



HumanResources@ctuir.org



46411 Timíne Way  
Office of Human Resources  
Pendleton, OR 97801

## **POSITION DESCRIPTION AND VACANCY ANNOUNCEMENT**

<b>POSITION TITLE:</b>	Preschool Educator I
<b>SALARY:</b>	Pay Range: 4-5 \$31,537.08 to \$45,049.08 annual DOE/DOQ
<b>DEPARTMENT:</b>	Department of Education
<b>LOCATION:</b>	Nixyáawii Education Center Confederated Tribes of the Umatilla Indian Reservation
<b>EMPLOYMENT STATUS:</b>	Full-time with benefits package Non-exempt Covered Status – Requires background check and FBI fingerprint check; This position is a grant funded position and is contingent upon grant funding.
<b>SUPERVISED BY:</b>	Preschool Coordinator
<b>OPENING DATE:</b>	June 23, 2025
<b>CLOSING DATE:</b>	Open until filled with review June 30 <sup>th</sup> , July 7 <sup>th</sup> and July 14 <sup>th</sup> 2025

### **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 Educator I is responsible for participating 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 consistently maintaining a clean, safe, positive and organized learning environment (classroom, outdoor play area, and field trips). Assist with recording, documenting and communicating the needs and progress of children, with program staff, consultants, and parents and aggregating TSG (Teaching Strategy Goal) and data entry.

## EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

### EDUCATION (40%)

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.
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.
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, including culture, creative self-expression, language acquisition, literacy, numeracy, fine and gross motor development, concepts, reasoning, problem solving and decision making.
8. Responsible for leading classroom instruction as indicated on lesson plan or in the absence of Educator II.
9. Responsible for documenting curriculum plans and activities in 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 with the screening and assessment of each child's developmental needs and assisting with developing individual goals with parent involvement.
11. Responsible for ensuring the classroom environment is clean, organized, and developmentally appropriate.
12. Responsible for ensuring children are always supervised and safe.
13. Responsible for ensuring all supplies and materials used in the classroom meet safety requirements.
14. Responsible for maintaining with parents and team members an approach to guidance within the standards, philosophy, policies and procedures of the program as well as philosophy to ensure children are taught, disciplined, and supervised in a consistent manner.
15. 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.
16. Responsible for communicating as appropriate with staff, families, community supporters, teachers, and classroom aids in issues relating to program children.

17. Responsible for assisting with parent teacher conferences.
18. Responsible for assisting Educator II with the identification of supply and equipment needs of all children are recorded and reported.

#### TRANSPORTATION (5%)

1. Responsible for the supervision of children always.
2. Responsible for ensuring all children are properly secured in age/weight vehicle restraints.
3. Responsible for communicating with families; distribute program flyers, newsletters, announcements and/or other information regarding their child and program activities.
4. Assist in emergency evacuation drills.

#### DISABILITY SERVICES (15%)

1. Responsible for assisting with the implementation of the Individual Family Service Plans.
2. Responsible for assisting with the tracking, monitoring and reporting IFSP activities and goals.

#### HEALTH (15%)

1. Responsible for assisting with performing basic first aid to children injured at Head Start and for submitting injury reports to parents and placing them in the child's file. Responsible for ensuring children in need of more than basic first aid receive the care they need.
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 Early Childhood Services Program Manager.
5. Responsible for daily safety check of classrooms, restrooms and playground prior to children's arrival.

#### RECORD KEEPING AND RECORDING (15%)

1. Responsible for ensuring child development and progress is documented consistently and objectively.
2. Assist with and document ongoing communication with parents to implement individual learning plans.

#### GENERAL DUTIES OF ALL STAFF: (10%)

1. Responsible for participating in staff meetings, conferences, training courses, workshops as assigned including evening and weekend hours.
2. Responsible for participating in assemblies, program presentations and other program activities as requested.
3. Must maintain positive relationships with all staff, children, families, parents, consultants and community supporters.

4. Must be punctual and present to ensure consistent services.
5. Must be willing to be cross-trained and work as a team player.
6. Must be sensitive to the needs of low-income population and high-risk families.
7. Responsible for maintaining confidentiality.
8. Must participate in program assessments.
9. Must be willing to commit to the philosophy, goals and vision of the Head Start Program in accordance with approved rules and regulations.
10. Other duties as assigned pertain to this position.
11. Serve as a role model to parents, staff and community members.

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.)**

1. High School Diploma or equivalent.
2. Must have at least six months working with young children and possess knowledge of preschool aged developmental skills.
3. Must be willing to pursue a Child Development Associate certification to be completed within six (6) months of hire. **OR** must enroll in an Associate Degree program in Early Childhood Education within 120 days of hire.
4. Must demonstrate strong interpersonal and communication skills, including the ability to communicate expectations to preschool aged children and their families in a non-threatening manner.
5. Must provide evidence of effective writing skills.
6. Must be able to speak in front of children, families and community members.
7. Must demonstrate the ability to work as a team player, leading and following.
8. Must possess the ability to engage families and community members through positive, effective and open communication.
9. Must possess ability to handle difficult situations with children and families while maintaining professionalism and confidentiality.
10. Must demonstrate the ability to carry out responsibilities, projects in a timely manner with minimal supervision.
11. Must possess the ability to be a self-initiation and multi-task.
12. Possess keyboarding skills as well as be computer literate; be familiar with various programs such as excel, word, outlook and internet. Knowledge of computers and other office technological equipment must be kept current by attending training as directed by supervisor.
13. Must be willing to become knowledgeable of the types of services provided by the Tribal Governmental programs.
14. Must be highly organized and have good filing skills.
15. Must be able to operate and maintain office machines (copiers, printers, scanners, etc.).
16. Must have reliable transportation to and from work site.



17. Must provide evidence of being current and up to date on immunizations within 30 days of hire and kept current.
18. Must provide evidence of physical examination annually, acknowledging clearance to perform job responsibilities within 30 days of hire and kept current.
19. Must provide evidence of Tuberculosis clearance within 30 days of hire and kept current
20. Must possess current child/adult CPR/AED and First Aid certification within 60 days of hire and kept current.
21. Must possess current food handler's card within 30 days of hire and keep current.

#### PHYSICAL DEMANDS:

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

#### COVERED POSITIONS:

Pursuant to the Tribal Personnel Policies Manual, Section 2.23, this is a Covered Status Position. This position requires the individual to pass a pre-employment fingerprint background check that is sufficient to meet requirements for the Federal Bureau Investigation's Criminal Justice Information Services certification to be able to access federal information under the Tribal Access Program (TAP). This will be done before starting any Covered position with CTUIR. The individual will undergo an FBI fingerprint background check to determine clearance to be around children, re-investigations shall occur at a frequency of no more than every five years (TPPM, 22).

## 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.

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## APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 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 Recruiting  
46411 Timíne Way  
Pendleton, OR. 97801  
Phone: (541)429-7180  
Email: HumanResources@ctuir.org

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

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

4/23/2025  
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.)*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

