

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-143 Issue Date: 10-23-14 Closing Date: 11-12-14

2nd Advertisement

Site Supervisor

(1) One Positions

Yakama Nation Tribal Head Start

Department of Health & Human Services

Hourly Wage: \$15.29/Full-Time/Regular/Furlough/Supervisory

Location: White Swan, WA

Requires professional preparation to be a teacher of young children. Knowledge and skills in the field of child development and early childhood education is required. Requires knowledge, experience, and skills in supervision. Work demands high quality delivery of educational and related services to young children and their families. Work is performed in conformance with others is necessary to ensure delivery of integrated services, child safety, nutrition and mental health. Collaboration with others is necessary to ensure delivery of integrated services that promote overall development of young children. Duties are performed primarily in a classroom setting.

Knowledge, Skills and Abilities:

- Knowledge of Early Childhood Development theories/practices, Head Start Performance Standards, Yakama Nation Personnel Policies and Procedures, Federal, State and Tribal Confidentiality rules/regulations.
- Ability to adhere to applicable rules, regulations, policies and procedures.
- Ability to establish and maintain effective working relationships with colleagues, peers, children, families and community.
- Ability to operate a computer, copier, fax, overhead projector, laminator, VCR and recording devices.
- Ability to effectively & efficiently organize and implement all duties and responsibilities.
- Ability to flexible in work schedule and assignments.
- Ability to handle constant noise and children's activities for long periods of time.

General Recruiting Indicators:

- Must possess a High School Diploma or Equivalent.
- Must possess a CDA or obtain one within 180 days. OR
- Must possess an AA Degree in Early Childhood Education or be enrolled in coursework to obtain an AA Degree within one calendar year of appointment.
- Must have experience working with children
- Enrolled Yakama Preference
- Possession of valid Washington State Driver's License with the ability to obtain a Yakama Tribal Driving Permit. Access to personal transportation and evidence of auto insurance.
- Current medical/physical examination (TB) skin test.
- Must obtain First Aid/CPR card.
- Must obtain a Food Handler's card.
- Background Check is required.
- Must pass a pre-employment drug and alcohol test.