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**Karuk Community Health Clinic**  
64236 Second Avenue  
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Happy Camp, CA 96039  
Phone: (530) 493-5257  
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# Karuk Tribe



**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**Karuk Dental Clinic**  
64236 Second Avenue  
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Happy Camp, CA 96039  
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## Vacancy Announcement

**Title:** Karuk Tribal Head Start Teacher

**Reports To:** Karuk Tribal Head Start Director or designee

**Supervises:** Karuk Head Start Teacher Assistants and Center Assistant

**Assigned Work Location:** Happy Camp, CA

**Location:** Happy Camp Center

**Salary:** \$21.00 to \$25.00 per hour, DOE

**Classification:** Non-Entry Level, Full-Time, 30-40 hrs/week and 30-42 weeks per year, Non-Exempt

**Summary:** Under the general supervision of the Head Start Director or designee and as part of the Karuk Head Start team, the teacher will be responsible for supervising the Teacher Assistant and Center Assistant. The Teacher is responsible for implementing all the Head Start Program Performance Standards and provides general classroom oversight in tracking, data entry, and participation in classroom operations including but not limited to; planning, assessments, organizing and maintaining accuracy in all paperwork related to program requirements within required timelines; aid support parents, staff and program volunteers, Also personally follows and ensures staff follow all established policies and procedures.

### **Application Deadline: Open Until Filled**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2038, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

## POSITION DESCRIPTION

**Title:** Karuk Tribal Head Start Teacher

**Reports To:** Karuk Tribal Head Start Director or designee

**Supervises:** Karuk Head Start Teacher Assistants and Center Assistant

**Assigned Work Location:** Happy Camp or Yreka, CA PAN to designate

**Location:** Happy Camp Center or Yreka Center

**Salary:** \$21.00 to \$25.00 per hour, DOE

**Classification:** Non-Entry Level, Full-Time, 30-40 hrs/week and 30-42 weeks per year, Non-Exempt

**Summary:** Under the general supervision of the Head Start Director or designee and as part of the Karuk Head Start team, the teacher will be responsible for supervising the Teacher Assistant and Center Assistant. The Teacher is responsible for implementing all the Head Start Program Performance Standards and provides general classroom oversight in tracking, data entry, and participation in classroom operations including but not limited to; planning, assessments, organizing and maintaining accuracy in all paperwork related to program requirements within required timelines; aid support parents, staff and program volunteers, Also personally follows and ensures staff follow all established policies and procedures.

### Responsibilities:

1. Supervises and oversees all classroom teaching staff and classroom operations.
2. Completes all thirty, forty-five and ninety-day requirements as mandated by the Office of Head Start and in compliance with the Head Start Program Performance Standards and enters data into the Child Plus and Teaching Strategies GOLD® data entry system.
3. Creates a developmentally appropriate educational plan for each child that includes the following components: problem solving, language acquisition, self-regulation, social skills, group cooperation, independence, social, emotional and cognitive and physical development; ensures the curriculum is culturally appropriate, implements school readiness goals, and reflects the cultural population of the children served.
4. Screens/assesses children using assigned developmentally appropriate tools to identify children who may be at risk in cognitive and emotional, physical, and social development, and shares the information with the parents/guardians in an appropriate manner.
5. Creates and maintains a safe, engaging and positive classroom environment that facilitates active learning, self-expression and encourages parent/guardian involvement.
6. Prepares weekly lesson plans and monthly teachers report to be submitted to the Director by the appointed time each month.
7. Uses only curriculum that has been approved by the Tribe's Policy and Tribal Councils.
8. Works with the Karuk Tribal Head Start Cook to plan and implement nutrition education activities for the children; provides nutritional education and information to the parents/guardians; encourages parent/guardian participation in the classroom.

9. Provides or assigns staff to provide oversight of and supervision for meal times and tooth brushing.
10. Seeks and provides community resources to enhance the daily program operation and make information accessible to the parents/guardians.
11. Works with the parent committee representative to support effective communication with parents/guardians.
12. Provides in-kind activities for parent/child engagement and encourages parent/guardian participation. Collects in-kind documentation weekly and provides documentation to the Director as required.
13. Ensures that no child is ever left alone; provides supervision of the children at all times ensuring that all children are safe and in the teacher's line of sight at all times.
14. Coordinates with the Director and Deputy Director to implement emergency drills according to the Emergency Plan (i.e. fire drills, bus evacuation, earthquakes or other natural disasters).
15. Conducts and documents a minimum of two (2) parent home visits and two (2) parent conferences per year.
16. Reports suspicions of physical, social and emotional abuse or neglect of children to the Head Start Director and/or Deputy Director and to the appropriate county and/or law enforcement agency.
17. Attends local and out of the area training, workshops, or conferences as required for professional growth-and job-related requirements. Attends all required meetings and functions.
18. Be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Cultural Competency: Ability to work effectively with Native American people in culturally diverse environments and some knowledge of the Karuk culture.
2. Professionalism: Is aware of the potential impact of own attitudes and behaviors and makes appropriate adjustments to assure that communication with children, parents, and other staff is purposeful and appropriate. Demonstrates respect, honesty, integrity, and fairness to all. Follows policies and procedures, and is knowledgeable of the Head Start Program Performance Standards.
3. Teamwork: Strives to be "solution-focused" and presents challenges with recommendations for solutions that best meet the needs of Karuk Tribal Head Start children, parents, and staff. Maintains constructive team relationships, coordinates effective goals and identifies/plans ways to successfully work together. Demonstrates flexibility and adaptability to change.
4. Program Support: Supports, cooperates and assists to meet the goals of all components of the Karuk Tribal Head Start Program in accordance with the Head Start Program Performance Standards. Establishes and maintains an effective working relationship with parents and co-workers.,
5. Professional Development: Participates in ongoing professional development including training and meetings as determined by the Head Start Director and/or Deputy Director.

**Requirements:**

1. Must have, or be able to complete within 1-year of hire, an Associates of Arts degree (AA) in Early Childhood Education or an AA with 24 units Early Childhood Education (ECE) inclusive of core courses (child development, child, family, community, materials and curriculum).
2. Two (2) years' experience teaching preschool age children.

3. Must be certified or able to be certified in First Aid and Child Cardio Pulmonary Resuscitation (CPR) within one month of hire and must have the ability to be recertified as required.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must be available for local and out of area travel as required for job related trainings, meetings, and other functions as requested.
6. Must sign and adhere to the Karuk Tribal Head Start Handbook, Employee Conduct and Confidentiality Statement, and the Karuk Tribe Personnel Policies.
7. Must be able to frequently bend over, squat, lift, and occasionally carry up to 50lbs.
8. Must complete annual Health Insurance Portability and Accountability Act (HIPAA) training.
9. Must submit to an initial medical examination and Tuberculosis (TB) test. Must be willing to submit to periodic rescreens for medical examination and TB tested every two years.
10. Must successfully pass pre-employment drug screening and fingerprint criminal background check. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children. Must be willing to submit to fingerprinting rescreen every five years.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Head Start Parent Preference:** Previous Karuk Tribal Head Start parents will be given preference in hiring for Karuk Tribal Head Start positions provided they meet the requirements of the position. This policy in no way changes or supersedes TERO and this preference will be subordinate to Tribal preference in hiring.

**Committee Approved: July 5, 2024**

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_