

The logo for Karuk Community Development Corporation features a blue and white geometric pattern of interlocking triangles. The text "Karuk Community Development Corporation" is written in white on a blue background across the center of the pattern.

Karuk

Development
Community Corporation

Vacancy Announcement

Title: Digital Print Press Operator

Reports To: Karuk Community Development Corporation

(KCDC) Economic Developer/Operations Manager (ED/OM)

Location: Happy Camp

Salary: \$15.00 to \$25.00 per hour, depending on experience

Classification: Non-Entry Level, Part-Time, Regular, Non-Exempt

Application Deadline: July 23, 2018

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ 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 or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-1611, Email: tparry@karuk.us

Post Office Box 1148 ↘ 529 Jacobs Way ↘ Happy Camp, CA 96039 ↘ (530) 493-1475 ↘ Fax (530) 493-1476

Karuk Community Development Corporation is chartered and owned by the Karuk Tribe

Karuk Tribe Application Checklist

To ensure that your application will be properly considered for employment with the Karuk Tribe, you **MUST** attach documentation for the information that is requested on the employment application form. The Tribe's Human Resources department is not responsible for ensuring your application is complete upon submission.

- ✓ **Enrollment Documentation** – to be considered for Tribal Preference you **must** attach documentation of your enrollment with a federally recognized tribe. The Tribe's Enrollment department is not allowed to submit your documentation for you.
- ✓ **Veterans Preference** – You **must** attach a copy of your DD-214 to be considered for Veterans Preference. Without this documentation you will not be given Veteran's Preference.
- ✓ **Employment History** – You should completely fill out your employment history even if you attach a resume with your application. It is important to include all information that is requested in this section.
- ✓ **Education** – You **must** attach copies of your educational achievements including certifications, special training certificates, degrees, vocational certifications or other types of education that you have to document that you meet specific job description requirements.
- ✓ **Driver's License** – You must provide the state and number of your Driver's License on your application. 99% of jobs at the Karuk Tribe require a Driver's License. Your application will be withdrawn from consideration without this information. If you do not have a Driver's License but expect to have one in the near future you should write down when you expect to have it.
- ✓ **References** – You **must** include at least three (3) references on your application including their contact information.
- ✓ **Signature** – You must sign your application or it will be withdrawn from consideration for employment with the Karuk Tribe.
- ✓ **Resume** – while not required, it is a good practice to include a resume with your application.
- ✓ **Cover letter** – while not required, it could prove beneficial to include a short cover letter with your application.
- ✓ **Reference Letters** – while not required, it could prove beneficial to submit reference letters from former employers, associates or other individuals who you have worked with.

For further job opportunity referrals be sure to complete the TERO Skills Bank application! Contact the TERO Department or go online to www.karuk.us and click on the TERO page.

The logo for Karuk Development Community Corporation features the company name in white serif font, centered within a blue graphic of overlapping horizontal bars and triangles.

POSITION DESCRIPTION

Title: Karuk Head Start Teacher

Reports To: Karuk Head Start Director

Location: Happy Camp Center

Salary: \$14.00 to \$18.00 per hour, DOE

Classification: Non-Entry Level, Full-Time, Non-Exempt

Summary: Under the general supervision of the Head Start Director and as part of the Karuk Head Start team, the teacher will be responsible for implementing all the Head Start Program Performance Standards. Provide 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; provide assistance to support parents, staff and program volunteers; follow established policies and procedures.

Responsibilities:

1. Shall complete 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 shall enter data into the Child Plus and Teaching Strategies Gold data entry system.
2. Shall create 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; shall ensure the curriculum is culturally appropriate, implements school readiness goals, and is a reflection of the cultural population of the children served.
3. Shall screen/assess children using assigned developmentally appropriate tools to identify children who may be at risk in cognitive and emotional, physical, and social development, and will share the information with the parents/guardians in an appropriate manner.
4. Shall create and maintain a safe, engaging, and positive classroom environment that facilitates active learning, self-expression, and that encourages parent/guardian involvement.

5. Shall prepare weekly lesson plans and monthly teachers report to be submitted to the Director by the appointed time each month.
6. Shall use only curriculum that has been approved by Policy Council, KCDC & Tribal Council.
7. Shall work with the Karuk Head Start Cook to plan and implement nutrition education activities for the children; to provide nutritional education and information to the parents/guardians; to encourage parent/guardian participation in the classroom.
8. Shall provide or assign staff to provide oversight of and supervision for meal times and tooth brushing.
9. Shall seek out and provide community resources to enhance the daily program operation and make information accessible to the parents/guardians.
10. Shall work with the parent committee representative to support effective communication with parents/guardians.
11. Shall provide in-kind activities for parent/child engagement and encourage parent/guardian participation. Shall collect in-kind documentation weekly and provide documentation to the Director as required.
12. Shall ensure that no child is ever left alone; shall provide supervision of the children at all times ensuring that all children are safe and in the teacher's line of sight at all times.
13. Shall coordinate 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).
14. Shall conduct and document a minimum of two (2) parent home visits and two (2) parent conferences per year.
15. Shall report suspicions of physical, social and emotional abuse or neglect of children to the Head Start Director and/or Deputy Director to the appropriate county and/or law enforcement agency.
16. Shall be available for local and out of the area travel as required for job related training, conferences, or workshops. Shall attend all required meetings and functions as requested.
17. Shall 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 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 Head Start Program in accordance with the Head Start Program Performance Standards. Establishes and maintains an effective working relationship with parents, co-workers, and KCDC staff.
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. An AA in Early Childhood Education or an AA with 24 units ECE inclusive of core courses (child development, child, family, community, materials and curriculum)
2. Two (2) years' experience teaching Head Start or preschool children including three (3) years as a volunteer or teacher's aide.
3. Must be certified or able to be certified in First Aid and Child CPR within three-months 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 KCDC's insurance carrier.
5. Must sign and adhere to the Karuk Head Start Handbook, Employee Conduct and Confidentiality Statement, and the Karuk Tribe Personnel Policies.
6. Must be able to bend over, squat, lift, and carry up to 50lbs.
7. Must complete annual HIPPA training.
8. Must successfully pass a TB test (with negative result), pre-employment drug and alcohol screening test, and a fingerprint criminal background check.

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.

Policy Council Approved: 10/17/2016, 10/10/2017

KCDC Approved: 10/17/2016, 10/11/2017

Tribal Council Approved: 10/27/2016, 10/11/2017

KCDC Chair Signature: _____ **Date:** _____

Chairman's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____