



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
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**Job Title:**

Lead Teacher

**Open Date**

May 6, 2024

**SL Program:**

Little Dreamers Childcare Center  
(Employment & Training)

**Close Date:**

Until Filled

**Position Objective:** The Child Care Lead Teacher will encourage the healthy intellectual and psychological growth of children in our facilities. The Lead Teacher will work with the center's manager to create a curriculum that addresses the specific needs of the children assigned to their classroom. This curriculum should fulfill the children's educational, developmental, cognitive, emotional and social needs. The Lead Teacher will also supervise assistant teachers who work in the classroom.

#### **Major Duties & Responsibilities**

- Provide top-rated care for children in a licensed childcare facility.
- Assist in planning, implementing, and evaluating developmentally appropriate program curriculum into classroom environment.
- Prepare lessons that meet educational requirements in an age-appropriate manner and teach in a manner that meets the needs for the ages and abilities of all participating children.
- Assist in preparing and conducting programs as stated in lesson plans in varied areas of activities ranging from art, music, story time, outdoor, fine, and gross motor, teacher lead and child lead activities.
- Collaborate with other teachers and staff members to create an optimal learning and care environment.
- Instruct children to promote social, emotional, spiritual, and academic well-being.
- Manage a busy classroom environment, and provide structure and discipline required for successful learning for all children in the classroom.
- Encourage children's development in the areas of building self-confidence, problem solving, and taking responsibility for their actions.
- Address basic interpersonal skills, such as sharing, taking turns, and asking permission in the classroom.
- Maintain records of children's daily attendance and meal counts.
- Maintain daily communication with parents by greeting them as they drop off and pick up their children with a warm smile and positive comment about their children.

- Evaluate and document children's progress according to children's developmental level.
- Ensure the classroom meets Tribal Licensing requirements and the Little Dreamers Center policies and procedures.
- Establish a professional level of rapport with each family to provide quality care and friendly service.
- Create and maintain an environment that is clean, organized, and safe for children.
- Supervise Assistant Teachers in the classroom and ensure they are following program policy and customer service expectations.
- Train Assistant Teachers in the classroom and direct them as to what duties need to be carried out throughout the day.
- Be responsible for daily reports and the daily activities pertaining to eating, sleeping and diaper changing on HiMama software.
- Interact with each child on a daily basis through circle time, centers, snacks, lunchtime, playground, free play etc.
- Provide emotional care (hugging, holding, singing etc.) to children in an appropriate and beneficial way.
- Attend to basic needs of children, including diaper changing, toilet training, dressing, and feeding.
- Provide helpful feedback to parents and guardians on a regular or as-needed basis.
- Arrive to work on-time and ready to work.
- Maintain a gossip-free work environment.
- Adhere to the guidelines stated in the employee handbook.
- Perform housekeeping duties as scheduled.
- Always maintain a professional attitude and loyalty to the center.
- Attend all staff meetings, monthly professional development trainings and recommended yearly training.
- Maintain confidentiality about children, families, and the center.
- Report to the supervisor any significant or unusual occurrences.
- Required to remain in classroom during scheduled working hours unless on break.
- Float into other classrooms to ensure children/staff ratios are in compliance.
- Communicate with other classrooms to ensure break times.
- Responsible for finding coverage for scheduled work hours if leave is approved.
- Food that is not provided by the kitchen must be eaten in the break room.
- Other duties as assigned by 477 Administrator.

- Implement cultural-related activities.

**Qualification for Employment: the knowledge, skills, and abilities listed below are required to allow the employee to perform the duties listed above.**

**Knowledge, Skills and Ability Requirements:**

- Proven experience as a child care/day care teacher
- Excellent knowledge of child development and up-to-date education methods
- Ability to develop lesson plans that meet educational standards.
- Familiarity with classroom management skills.
- Must have the desire, patience, and caring nature to work with infants and toddlers.
- Ability to communicate properly and effectively orally and in writing with parents, co-workers, manager and director.
- Ability to work as a team member.
- Be able to lift, push, and carry up to 40 lbs., sit on the floor for 30 minutes and stand for an hour.
- Be visually and auditory perceptive and aware of all children in your care.
- Be flexible in working with different age groups.
- Be able to deal effectively with stress involved in working closely with children, parent, co-workers and administration.
- Be able to respond to children's first aid needs (inside and on the playground), which may include cuts, bruises, blood/bodily fluids.

**Qualifications:**

- May obtain a Child Development Associate (CDA) Certification or Associate's degree in Early Childhood Education or Child development; or a Bachelor's degree in Early Childhood Education, Child Development or a child related field.
- Must have current certification in the following areas: First Aid, CPR, Communicable Disease Management, Child Abuse Prevention and Food Handler's Certification.

-Applicants will be considered for this position without the certifications, however, if hired, certification in these areas will be required within the first 90 days of employment.

- Submit a current physical exam including Mantoux (TB) Test.
- Must pass Criminal Background check at the Federal, State and Tribal Level.
- Candidate must attend Orientation/Training on designated date.

<b>Job Role:</b>	Lead Teacher	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Exempt/Non-exempt</b>			
<b>Employment Status:</b>	<b>Full- time</b>	<b>Supervision</b>	Will work directly under the supervision of the child care center manager.
<b>Grade:</b>	12	<b>Manages Others:</b>	Assistant Teachers
<b>Number of Vacancies:</b>	1	<b>Classification: Exempt/Non-exempt</b>	
<b>Please Send Application to:</b>			
<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:mkeo@spiritlakenation.com">mkeo@spiritlakenation.com</a> or <a href="mailto:britneyr@spiritlakenation.com">britneyr@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		