MESCALERO APACHE TRIBE
JOB ANNOUNCEMENT

Position Title:	**(1) Lead Teacher**	
Department:	**Head Start Program**	
Employment Status:	**Non-Exempt, Full-Time**	**Grade: NE6**
Opening Date:	**October 27, 2026**	**Closing Date: November 3, 2026**

Job Summary

Provides classroom experiences to enhance and promote the educational, intellectual, and social growth and development of children.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Conducts and teaches planned activities to stimulate growth in language, social, and motor skills.
- Plans and prepares developmentally appropriate activities for children in the classroom.
- Creates and helps support a nurturing positive experience for the children to enhance and promote the educational, intellectual, and social growth and development of children.
- Develops lesson plans in a manner that will develop each child's physical, emotional, intellectual, and social behavior and in accordance with Head Start strategic plan. Integrates all Head Start components in lesson plans and the classroom.
- Encourages parent volunteerism in the classroom.
- Screens, evaluates, and makes referrals and follow-up.
- Maintains a classroom conductive to age appropriate learning throughout the year and leaves the classroom set up for summer use.
- Understand the program philosophy and the program goals and objectives.
- Ensures that center records and forms are complete and updated with specified timelines.
- Maintains an accurate inventory record of classroom equipment and supplies.
- Works with parents to identify the strengths and needs of each child in order to individualize program services.
- Assists in the development of the Education Service Plan. Develop skills and training methods in classroom/child observations, assessments, screening and recording in a non-judgmental manner for use in planning and carrying out the program daily.
- Trains Assistant Teachers on classroom routines and lesson plans.
- Plans group activities or Circle Times with developmentally appropriate practices in mind.
- Provides stimulation activities and experiences in all curriculum areas; avoids activities causing over-stimulation or fatigue.
- Encourages children to take pride in their cultural heritage.
- Ensures that transition time between activities is relaxed, unhurried, used as "teachable moments" in developmentally appropriate ways.
- Provides and supervising a variety of experiences by means of dramatic play, storytelling, field trips, and group discussion to stimulate students' interest in and broaden understanding of their physical and social environment.
- Analyzing and appraising children's progress and maintaining accurate written records, including assessments, IDP documentation, screening instrumentation, anecdotal observations, and other forms in a child's working file.
- Accompanies and transports children on field trips or to activities.
- Instructs children in practices of personal cleanliness and self-care.
- Fosters cooperative social behavior; promotes self-expression and appreciation of experiences.
- Ensures the safety of each child and monitor children in classroom, playground or assigned area.
- Eats with children during meal and snack time, encouraging good social skills and appropriate conversation, making mealtime a part of the curriculum process.

- Ensures the cleanliness and safety of materials, classroom, and playgrounds by performing routine inspections.
- Ensures that classroom volunteers and parents in feeling welcomed, comfortable, and involved.
- Maintains effective working relationships with parents by assisting with parent participation.
- Conducts meetings with families for purposes of assessment, support, and sharing information on parenting, educational strategies, and classroom progress.
- Completes attendance records and accident and incident reports.
- Updates the Parent Communication ensuring accurate and timely information.
- Establishes classroom rules and routines and ensuring that they are understood and accepted by children and their parents.
- Refers children for social and medical services as needed.
- Responsible for children from drop off to pick up.
- Documents and reports any known or suspected instances of child abuse.
- Assists children in getting off and on the bus; provides transportation to children as needed; drives program bus on an established schedule.
- Performs other duties as assigned.

Minimum Qualifications

- **Must be 18 years of age or older.**
- **Must possess a Bachelor's Degree in Early Childhood Education, Education or related field.**
- **CDA Certification required.**
- Three years' experience working with children.
- Bilingual English/Apache preferred.
- CPR and First Aid Certified.
- Must obtain and maintain Food Handler's Card.
- Must be able to pass a physical exam within 45 days of hire.
- **Must have a valid NM Driver's License.**
- Must be able to work a nine hour day with a lunch.
- Must be willing to work an evenings, weekends and holidays.
- Must successfully pass a pre-employment drug/alcohol screen, background investigation and have a negative Tuberculosis.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of principles and practices of early childhood development and care.
- Knowledge of proper and safe food handling, storage, and disposal requirements.
- Skill in operating various word-processing, spreadsheets and database software programs.
- Skill in nurturing, motivating, teaching and guiding children.
- Skill in displaying mature, patient, and understanding behavior.
- Ability to supervise and ensure a safe learning environment for children in a classroom setting.
- Ability to adapt curriculum to meet the needs of all children including "at-risk", special needs, gifted, and culturally diverse populations.
- Ability to use excellent communication skills with especially good listening skills.
- Ability to respond to and remain claim in an emergency or crisis situations.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to respect the dignity of each family, culture, customs and beliefs.
- Ability to work professionally and cooperatively with staff, parents, and community members
- Ability to maintain confidentiality.

Physical Demands

While performing the duties of this job, the employee regularly is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms above shoulder level. The employee frequently is required to stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to sit; climb or balance; and smell. The employee occasionally lifts children. The employee must lift and/or move up to 50 pounds.

Work Environment:

Work is generally performed in a childcare center, classroom environment and outdoors with high noise level. Exposure to bodily fluids, urine, or feces of babies or infants and small children. Exposure to unpleasant odors and infectious disease. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts may be required.