

PALA BAND OF MISSION INDIANS

Human Resources Office PMB 50, 35008 Pala Temecula Road PALA, CA 92059

JOB DESCRIPTION

Title: Preschool Teacher
Department/Division: Learning Center
FLSA: Full Time
Status: 40 Hrs/Week, Salary: DOE
Supervisor: Learning Center Director
Subordinates: Lead Teacher

POSITION SUMMARY:

Under the supervision of the Learning Center Director, the Teacher will be responsible for the daily classroom activities, makes decisions based on knowledge of early childhood theories, practices and promotes delivery of quality services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Creates lesson plans and follows curriculum.
- Plans and is actively involved in daily activities that meet the social, emotional, physical and intellectual needs of the children.
- Required to continue education in order to develop skills.
- Assists with initial assessment, screening and placement of children.
- Provides preschool instruction and transitional service to eligible children.
- Maintains accurate records and prepares reports for parents.
- Establishes positive and productive relationships with families.
- Assists with intergenerational activities promoting parents and children time together.
- Provides center-based Early Childhood Education instruction.
- Provides for culturally appropriate parent communications and involvement.
- Provides for communications, outreach services and follow-up assuring high retention rates components.
- Performs other duties as assigned.
- Has high energy, a positive attitude, and enthusiasm to work with children.

KNOWLEDGE, SKILLS, CERTIFICATIONS AND ABILITIES:

- Knowledge of the “Parents As Teachers” program and related intergenerational activities.
- Knowledge of traditions, language, history and culture.
- Ability to exercise independent judgment.
- Must be able to maintain confidentiality of personal information about children, families and staff.
- Ability to interact and maintain good working relationship with individuals of varying social and cultural backgrounds.
- Ability to be sensitive and mature when interacting with both children and adults.

MINIMUM QUALIFICATIONS:

- Must have a Bachelor’s Degree in Education or 24 ECE Units.
- Must have a valid California Driver’s License.
- Also, an attached printout from the Department of Motor Vehicle is needed to pass a background check.
- Must acknowledge and agree to maintain a Drug-Free workplace as a condition of employment with the Pala Band of Mission Indians. **Must pass pre-employment and random drug testing during employment. A background check will be required.**
- Indian preference will apply. The Pala Band of Mission Indians will give hiring preference to fully qualified applicants that are Pala Tribal Members. Pala Band of Mission Indians is an equal opportunity employer.
- No physical limitations relative to lifting, stooping, bending, walking, standing, climbing, etc.

OTHER REQUIREMENTS:

All employees are expected to follow the Tribal Personnel Policies and Procedures of the Pala Band of Mission Indians and must adhere to any additional applicable addendums.

HOW TO APPLY

PLEASE SUBMIT A RESUME AND AN APPLICATION TO:

Pala Band of Mission Indians
Human Resources Department – Attn: Nicole Madison
PMB 50, 35008 Pala Temecula Road
Pala, CA 92059
Email hr@palatribe.com Or nmadison@palatribe.com

CLOSING DATE: OPEN UNTIL FILLED