

JOB DESCRIPTION

Position Title K-8 Teacher
Department Tribal School
Compensation DOE
Additional Note Full-time, benefits

2022.036

Summary of Duties and Responsibilities

Implements instruction in basic concepts of K-8 education within the scope and sequence of the Tribal School's education program in an effective and efficient manner.

- Teams with other teachers in order to provide for the unique needs of elementary grade students
- Effectively applies portfolio assessment measurements in a qualitative and quantitative manner to determine student progress utilizing portfolio
- Responsible for effectively mainstreaming students enrolled in special education services
- Responsible to teach skills and knowledge to each student assigned enabling them to reach their fullest educational, physical, cultural, emotional and social potential, utilizing courses of study adopted by the Tribal School Board and other appropriate learning activities
- Responsible for annual first day of school inventory and end of year inventory
- Responsible for establishing and maintaining standards of pupil behavior for a productive learning environment during class sessions, consistent with and respective of the Tribal School mission, purpose, philosophy and discipline policies
- Accepts and performs a fair share of the responsibilities necessary for the operation and progress of the school
- Evaluates each pupil's growth in knowledge and skills and assesses the accomplishments on a regular basis and provides progress reports to administration and parents as required
- Responsible for maintaining student records, including attendance
- Responsible for attending faculty, parent, curriculum committee, in-service, pow-wows, graduation, and other meetings as required
- Develops and conducts lesson plans specific to individual students and within the scope of the adopted curricula one week prior to implementation
- Selects and requests instructional materials and supplies and maintains records as required
- Develops skills and knowledge required to meet the unique and special needs of our tribal students; specifically, knowledge of tribal culture, history, and language and tribal disciplinary practices
- Infuses technology into all areas of the curriculum
- Establishes and maintains a good rapport with parents/guardians, keeping documentation of communication with them and how their input has been incorporated and/or responded to in the classroom
- Responsible for orderly transition of all students to and from classroom, lunchroom, play areas, library, restrooms, and busses
- Other duties as assigned to promote quality Tribal School programming

Minimum Qualifications

- Must support the Coeur d'Alene Tribe's: vision, mission, and core values per CdA Resolution 015(2020).
- Complete COVID19 vaccination with booster required according to the timeline established by the CDC– attach vaccination card.
- Comply with all other Health policies established by the Tribe or department, including the annual flu shot.
- Must pass extensive background check prior to employment and every 5th consecutive year of employment thereafter according to the following: §25 CFR 12 Part 32, §25 CFR 63 Part 17, and Public Law 101-647. Must not have any misdemeanor or felony offenses related to abuse, neglect, or endangerment of a child.
- Ability to work with behaviorally challenging students and willingness to learn and master positive disciplinary practices required by the school
- Knowledge of and successful experience mainstreaming students enrolled in special education services
- Ability to apply a variety of established assessment strategies and track student progress using portfolio assessment
- Willingness to learn about and apply teaching and classroom management strategies that meet the unique needs of Native American students
- Knowledge of or willingness to learn the curriculum resources
- Ability to write learning goals, objectives, and to write culturally sensitive lessons to achieve the goals/objectives
- Ability and willingness to attend trainings and travel as required by school administration
- Ability and willingness to participate in extracurricular activities as assigned by administration
- Willingness to learn the Coeur d'Alene language and incorporate into the curriculum
- Knowledge of and understanding how to achieve the Idaho State Standards using approved curriculum
- Ability to work and relate well with students, staff, family and community
- Ability to perform the duties required in a consistent and proficient manner
- Ability and willingness to maintain absolute confidentiality of sensitive information
- Must be in good health to meet the physical demands of the job, including morning recess and lunch duty, as well as, sitting, talking, hearing, standing, walking, and reaching with hands and arms with reasonable accommodation for disabilities
- Background and two years' experience working successfully with Native American students is preferred
- Experience teaching reading and assessing to include the five critical elements
- Ability to work and relate well with students, staff, family, and community
- Ability to access and utilize technology as provided for educational practices and application

Educational Requirements

- Bachelor's degree in education
- Idaho teaching certificate with an elementary endorsement or be able to obtain one within three months if the applicant is currently certified from another state

An applicant may be asked to participate in an interview to establish whether he/she meets the minimum qualifications. Interviews do not create a right to employment and provide no promise or guarantee of employment with the Tribe.

The Coeur d'Alene Tribe reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the Coeur d'Alene Tribe are subject to a 6-month orientation period.

To apply, **submit a Tribal School Application, resume, college transcripts, and COVID19 vaccination card no later than 4:00 pm on the closing date to:** Human Resources Department, P.O. Box 408, Plummer, ID 83851. For more information, visit our website at www.cdatribe-nsn.gov

Sign below stating you have read the above job description and fully understand the qualifications, duties and responsibilities required of this position. Return this job description with the application and your resume.

Application packets are not maintained after the position is filled. A new application is required for each position applied to.

Applicant Signature

Date