



POARCH BAND OF CREEK INDIANS

5811 Jack Springs Road • Atmore, Alabama 36502

Tribal Offices: (251) 368-9136

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HR2012:07 JOB ANNOUNCEMENT
POSITION: SUBSTITUTE TEACHER- EARLY LEARNING CENTER
DEPARTMENT: EDUCATION
REPORTS TO: EDUCATION DIRECTOR
ADVERTISING: PUBLICLY (Everyone is eligible for consideration.)

OPENING DATE FOR APPLICATIONS: FRIDAY, JANUARY 27, 2012
CLOSING DATE FOR APPLICATIONS: THURSDAY, FEBRUARY 8, 2012

JOB SUMMARY

The Substitute Teacher works with the students of the Fred L. McGhee Early Learning Center (Early Learning Center) to provide instruction in education related activities and supervises a variety of developmentally age appropriate activities. Those selected for this position will be used only on an as-needed basis. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Substitute Teacher is expected to perform all duties and responsibilities necessary to meet the goals and objectives of the program. Duties and responsibilities include but not limited to: ensuring the overall safety and well-being of the students participating in the Early Learning program; supervising and learning activities, circulating within the classroom, and providing assistance and learning support to program participants; managing participant behavior and maintaining classroom order; reinforcing rules of the Learning Center; working with participants individually and small groups, enforcing skills based upon learning guidelines; may utilize games, stories, or other techniques to enhance participants learning skills; accompanying participants for outdoor play, weather permitting; and performing other duties as assigned by the appropriate person.

****THESE POSITIONS WILL BE ON AN AS NEEDED BASIS.****

MINIMUM QUALIFICATIONS

1. Teaching certificate preferred, but not required. Verifiable experience as a Teacher's Aide, or in a daycare setting is also acceptable.
2. Must possess character that earns the confidence of program participants and community, and minimizes public criticism or complaints.
3. Must meet suitability requirements of Public Law 101-630 and successfully pass the required criminal and character background checks.
4. Must be child oriented, and have excellent verbal and written skills. Must possess a high level of maturity and exceptional organizational skills.
5. Must be in good physical condition with the ability to sit, stand, walk, kneel, crouch, stoop, squat, and twist for extended periods of time as well as climb, lift, hold, and move object weighing a minimum of 50 pounds.
6. Must possess and maintain a valid state driver's license.
7. Must travel and participate in training to meet the goals and objectives of the applicable program(s).
8. Must be able to perform all duties and responsibilities of the position.

PREFERENCE SHALL BE GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT RIGHTS ORDINANCE/DFWP

Every applicant must complete an application provided by Human Resources at the Tribal Administrative offices. A resume will not be accepted in the place of an application. Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.

Seeking Prosperity and Self Determination