



WHITE EARTH RESERVATION

CHAIR Terrence "Terry" Tibbetts **SECRETARY-TREASURER** Leonard Alan Roy
DISTRICT I Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene "Umsy" Tibbetts

Job Announcement

Position: Parents as Teachers Supervisor Curriculum & Assessment Support

Location: White Earth

Pay: \$23.30/hr.

Benefits: Full

Open: 10-22-18

Close: 10-26-18

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for providing leadership, oversight and vision for the work of the affiliate. The supervisor's responsibilities include implementation and operation of PAT, directing, coordinating, supporting, and evaluating the on-the-job performance of up to 12 parent educators. The PAT supervisor is committed to reflective supervision, data collection, continuous quality improvement, and professional ethics. In addition the PAT supervisor provides oversight on curriculum, child assessment, and developmentally appropriate environments/practices being offered in our Child Care settings.

Position outcomes:

- Coordinate and monitor the delivery of services in accordance with and fidelity to PAT Essential Requirements, PAT Quality Standards, and the affiliate's policies and procedures.
- Supervise parent educators (maintaining necessary documentation of activities).
- Guide staff in implementing developmentally appropriate research-based curricula.
- Manage, and evaluate, child assessments to ensure accurate records for student growth and staff.
- Advise and instruct on developmentally appropriate learning environments to provide healthy development and skill growth in children.
- Provide consultation and perform site visits to assure compliance and quality of services.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee and the Early Childhood Education program.
- Knowledge of demographics, culture, customs, lifestyles and geography of the White Earth Reservation.
- Ability to present information to staff members, other administrators and the Early Childhood Education Manager.
- Communicate effectively with parents and children.
- Ability to perform basic mathematical calculations using whole numbers, fractions, decimals, and percentages.
- Ability to interpret developmental screening to parents.
- Prioritize and meet deadlines while complying with established policies and procedures of the building, and PAT program.

Qualifications:

- Certification and/or a four-year degree in either Early Childhood Education, Early Childhood Special Education, Elementary Education, Child Development, Social Work, Health, Psychology or a closely related field and 5 years demonstrated ability in working with families and young children;
- OR a two-year associates degree or two-year certificate program in Early Childhood Education, Child Development or Nursing and 10 years demonstrated ability in working with families and young children.
- Successful completion of the week long Foundational Curriculum and Model Implementation training.
- Successfully complete Parents as Teacher (regardless of previous training or experience).
- Successfully complete Parents as Teacher supervisor training.
- Must have a valid MN Driver's License and proof of insurance for travel between sites.
- Must pass a criminal background check and drug screening.

Mail Applications to:

White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference.

A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.