



Native American Youth and Family Center

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The Mission of NAYA Family Center is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.

Position Description

Position:	Lead Preschool Teacher
Department/Program:	Early Childhood Services
Compensation:	Starts at \$25.00/Hour
Benefits:	Medical, dental, vision and life insurance and flexible spending accounts. 401K retirement plan and match up to 6%. 16 paid holidays, sick and vacation accrual with vacation accrual increasing with tenure.
Employment Status:	Regular, Full-Time, Non-Exempt
Hours:	General working hours are 7:00am-6pm; 4 days per week (40 hours)
Supervision:	No supervisory requirements
Reports To:	Early Childhood Coordinator / Site Director and Early Childhood Services Manager
Job Location:	Portland, OR
Created/Revised:	June 2026

Position Description:

The **Lead Preschool Teacher** ensures, supports, and promotes each child’s safety, health, and development in partnership with their families and early childhood professionals, Preschool for All Performance Standards, USDA guidelines, and state licensing regulations. The Lead Preschool Teacher plans and implements a developmentally and culturally appropriate curriculum that meets the needs of preschool-aged children and their families, fostering school readiness and positive learning experiences.

NAYA Family Center believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instructions and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher-level duties.

Essential Functions:

- Actively supervise and assist preschool-aged children focusing on their social-emotional development and fostering their independence and school readiness with a daily schedule/routine that involves toileting, meals, nap time, appropriate clothing changes, play, and early literacy and math skills.
- Plan, develop, and implement developmentally and culturally appropriate curriculum that supports social-emotional, physical, cognitive, and language development. Incorporate observations, screenings, and assessments into individualized plans for each child.
- Maintain a safe, healthy, and engaging classroom environment in compliance with Head Start Performance Standards, state licensing, USDA, OSHA, and agency policies.
- Supervise children at all times, apply emergency procedures, and uphold sanitation and nutritional practices.

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- Build positive relationships with families, conduct home visits and parent-teacher conferences, share child progress, and promote parents as primary educators. Ensure communication in families' primary language and encourage participation in classroom activities.
- Work collaboratively with other classroom staff, aides, specialists, and volunteers. Provide guidance, training, and mentoring to assistant teachers and aides as needed. Participate in team meetings, case management, and professional development activities.
- Complete required paperwork accurately and on time, including assessments, lesson plans, attendance, and in-kind documentation. Maintain confidentiality of all child and family information.
- Log, track, and report classroom supplies, cleaning supplies, diapers, wipes, first aid, and any other supplies necessary for daily functioning of the classroom. Report to supervisor if supplies need to be replenished before regular delivery times.
- Attend trainings, workshops, and meetings to enhance skills and knowledge. Apply feedback from supervisors and specialists to improve classroom quality.
- Act as a Mandatory First Responder, providing First Aid/CPR, assisting in evacuations, and documenting incidents.
- Additional NAYA Family Center Duties:
 - Understand and adhere to confidentiality
 - Coordinate wraparound services effectively with other NAYA Family Center programs and staff
 - Input data, and maintain NAYA and/or contractually required information database systems to track client information
 - Includes entering client data, assisting and/or preparing periodic reports
 - Database examples include but are not limited to: Preschool for All Portal, Efforts to Outcome (ETO), Counselor Max, SAGE Fund Accounting, Raisers Edge, etc.
 - Participate in trainings and/or meetings to ensure program outcomes are achieved
 - Represent NAYA with the utmost professionalism at community events and other public relations opportunities
 - Work as an active member of departmental team
 - Participate actively in cross-departmental team projects
 - Contribute to fostering a safe and secure environment for community members and staff

Qualifications:

Education & Training:

- Step Level 7 as determined by the Oregon Registry Online (ORO)
- Knowledge and understanding of child development, positive discipline approaches, developmentally appropriate practices, and school/classroom health and safety procedures
- A bachelor's degree in a related field, Child Development Associate (CDA) Preschool Credential preferred
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience required

Certifications/Credentials:

- Registration with the Central Background Registry
 - This must be completed before contact with children. Decisions from the CBR can take months, so please make sure to register upon completion of this application Oregon Department of Early Learning and Care
- Certification (or ability to certify) and ability to maintain certification in Cardiopulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED) and Adult and pediatric first aid
- Food Handler's Card for Childcare

Experience:

- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred
- At least 3 years' experience working with young children in a classroom setting, observing and documenting children's development, and working with curriculum

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- Experience with state childcare licensing guidelines
- Demonstrated ability to communicate in a kind and effective manner with people from diverse backgrounds
- Demonstrated ability to work positively with others in a stressful environment
- Ability to navigate different people and situations appropriately, including effective communication with people from diverse backgrounds
- Communication skills, active listening, verbal and written, including public presentation skills
- Proficient computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

Work Environment: 85% classroom, 15% office/preparation time.

Physical Requirements:

- The employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; reach, balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Equipment Used: Computer, phone, fax, copy machine, books, educational toys, outdoor playground

Safety Considerations: Meal prep and the use of sharp objects such as knives are regular functions of this position.

Other Requirements:

1. Valid Oregon or Washington State Driver License or must be able to obtain one upon hire (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy which requires an Oregon or Washington driver's license)
2. Successful completion of a background investigation (including a fingerprint criminal history check; see [here](#) for more information)
3. Registration in the Oregon Central Background Registry

Application Procedures:

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current Resume

Note: Candidates selected for a job offer will be asked to complete a NAYA application, if they haven't already

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

Application Deadline: Open until filled

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Attention: Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number of applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

Please submit application materials via the links on our website or send application materials to:

Attn: Human Resources
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: jobs@nayapdx.org