
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Vacancy Announcement

Title: Head Start Teacher

Reports to: Site Supervisor, or Designee

Location: Happy Camp, CA

Supervises: Head Start Teacher's Assistants and Center Assistants

Salary: \$21.00 to \$25.00 per hour, DOE

Classification: Full Time, 42 weeks per year, Non-Exempt, Non-Entry Level

Summary: Under the general supervision of the Education Director, or Designee, and as part of the Karuk Head Start team, the teacher will be responsible for supervising the Teacher's Assistants and Center Assistants. The Teacher is responsible for implementing all the Head Start Program Performance Standards and provides general classroom oversight in tracking, data entry, and participation in classroom operations including but not limited to; planning, assessments, organizing and maintaining accuracy in all paperwork related to program requirements within required timelines; aid support parents, staff and program volunteers, Also personally follows and ensures staff follow all established policies and procedures. The Teacher is expected to demonstrate cultural competency and respect for the culture of the Karuk Tribe. The Teacher is expected to serve as a Mandated Reporter as required by Head Start Performance Standards and recertify training as required.

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: Humanresources@karuk.us

POSITION DESCRIPTION

Title:	Head Start Teacher
Reports To:	Site Supervisor, or Designee
Supervises:	Head Start Teacher's Assistants and Center Assistants
Location:	Happy Camp, CA or Yreka, CA
Assigned Work Location:	Head Start Facility
Salary:	\$21.00 to \$25.00 per hour, DOE
Classification:	Full Time, 42 weeks per year, Non-Exempt, Non-Entry Level

Summary: Under the general supervision of the Education Director, or Designee, and as part of the Karuk Head Start team, the teacher will be responsible for supervising the Teacher's Assistants and Center Assistants. The Teacher is responsible for implementing all the Head Start Program Performance Standards and provides general classroom oversight in tracking, data entry, and participation in classroom operations including but not limited to; planning, assessments, organizing and maintaining accuracy in all paperwork related to program requirements within required timelines; aid support parents, staff and program volunteers, Also personally follows and ensures staff follow all established policies and procedures. The Teacher is expected to demonstrate cultural competency and respect for the culture of the Karuk Tribe. The Teacher is expected to serve as a Mandated Reporter as required by Head Start Performance Standards and recertify training as required.

Responsibilities:

1. Supervises and oversees all classroom teaching staff and classroom operations.
2. Completes all thirty (30), forty-five (45), and ninety-day (90) requirements as mandated by the Office of Head Start and in compliance with the Head Start Program Performance Standards and enters data into the Child Plus and Teaching Strategies GOLD® data entry system.
3. Creates a developmentally appropriate educational plan for each child that includes the following components: problem solving, language acquisition, self-regulation, social skills, group cooperation, independence, social, emotional and cognitive and physical development; ensures the curriculum is culturally appropriate, implements school readiness goals, and reflects the cultural population of the children served.
4. Screens/assesses children using assigned developmentally appropriate tools to identify children who may be at risk in cognitive and emotional, physical, and social development, and shares the information with the parents/guardians in an appropriate manner.
5. Creates individualized instruction to meet the needs of children with varying developmental levels and abilities.
6. Creates and maintains a safe, engaging and positive classroom environment that facilitates active learning, self-expression and encourages parent/guardian involvement.

7. Prepares weekly lesson plans and monthly teachers report to be submitted to the Education Director, or Designee, by the appointed time each month.
8. Conducts home visits and parent-teacher conferences as required by the Head Start Performance Standards.
9. Uses only curriculum that has been approved by the Tribe's Policy and Tribal Councils.
10. Attends Karuk Language Class twice per month, through an online platform, on a day and time agreed upon with the Director.
11. Works with the Head Start Cook to plan and implement nutrition education activities for the children; provides nutritional education and information to the parents/guardians; encourages parent/guardian participation in the classroom.
12. Seeks and provides community resources to enhance the daily program operation and make information accessible to the parents/guardians.
13. Works with the Policy Council/Parent Committee Representative to support effective communication with parents/guardians.
14. Provides in-kind activities for parent/child engagement and encourages parent/guardian participation in classroom activities or family engagement events Collects in-kind documentation weekly and provides documentation to the Education Director, and/or Designee, as required.
15. Integrates tribal history, traditions, stories, language, songs and cultural teachings into daily classroom instruction.
16. Collaborate with tribal elders and language instructors to develop culturally relevant learning experiences.
17. Supports the preservation of Karuk language and culture through classroom activities.
18. Ensures that no child is ever left alone; provides supervision of the children at all times ensuring that all children are safe and, in the teacher's, or staff's, line of sight at all times.
19. Coordinates with the Health and Nutrition Coordinator and Family Advocate to implement emergency drills according to the Emergency Plan (i.e. fire drills, bus evacuation, earthquakes or other natural disasters).
20. Conducts and documents a minimum of two (2) home visits and two (2) parent conferences per year.
21. Reports suspicions of physical, social and emotional abuse or neglect of children to the Education Director and to the appropriate county and/or law enforcement agency. Must be willing to recertify each year.
22. Adheres to Tribe's and Program's confidentiality and personnel policies.
23. Be available for local and out of the area travel as required for job related training and various activities.
24. Attends all required meetings, trainings and functions.
25. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Cultural Competency: Exhibits appropriate respect for culturally significant artifacts and spaces. Must have some knowledge of the Karuk culture.
2. Professionalism: Is aware of the potential impact of own attitudes and behaviors and makes appropriate adjustments to assure that communication with children, parents, and other staff is purposeful and appropriate. Demonstrates respect, honesty, integrity, and fairness to all. Follows policies and procedures, and is knowledgeable of the Head Start Program Performance Standards.
3. Teamwork: Strives to be “solution-focused” and presents challenges with recommendations for solutions that best meet the needs of Karuk Head Start children, parents, and staff. Maintains constructive team relationships, coordinates effective goals and identifies/plans ways to successfully work together. Demonstrates flexibility and is able to adapt to change.
4. Program Support: Supports, cooperates and assists to meet the goals of all components of the Karuk Head Start Program in accordance with the Head Start Program Performance Standards. Establishes and maintains an effective working relationship with parents and co-workers.
5. Professional Development: Participates in ongoing professional development including training and meetings as determined by the Education Director and/or Designee.
6. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
7. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
8. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
9. Demonstrated ability to understand and follow oral and written instructions.

Requirements:

1. Must have, or be able to complete within 1-year of hire, an Associates of Arts degree (AA) in Early Childhood Education (ECE).
2. Two (2) years’ experience teaching children ages 3-5. .
3. One (1) year experience supervising staff.
4. Must follow all Head Start Policies and Procedures and follow all Head Start Program Performance Standards.
5. Must be certified, or able to be certified, in First Aid and Child Cardio Pulmonary Resuscitation (CPR) within one month of hire and must have the ability to be recertified as required.
6. Must be certified or able to be certified in Mandated Reporting and follow all reporting requirements within one-month of hire. Must be willing to be recertified as required.
7. Must complete annual Health Insurance Portability and Accountability Act (HIPAA) training.
8. Must protect tribal resources, equipment, records, and property and immediately report suspected misuse, loss, damage or unauthorized removal of property to the Education Director, or designee.
9. Must sign and adhere to the Karuk Tribal Head Start Handbook, Employee Conduct and Confidentiality Statement, and the Karuk Tribe Personnel Policies.

10. Must be able to frequently bend over, squat, lift, and occasionally carry up to 50lbs.
11. Must be willing to attend Karuk Language Classes on an online platform and implement language within classroom and lesson plans.
12. Must demonstrate the ability to successfully work within a tribal government while demonstrating respect for tribal sovereignty, tribal customs, traditions, protocols, cultural artifacts, culturally relevant spaces and cultural values in all interactions.
13. Must be able to demonstrate sound and mature judgment.
14. Must have knowledge of trauma-informed care in indigenous communities.
15. Must submit to an initial medical examination and Tuberculosis (TB) test. Must be willing to submit to periodic rescreens for medical examination and TB tested every two years.
16. Must be willing to submit to fingerprinting rescreen every five years.
17. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
18. Must successfully pass a pre-employment drug screening test.
19. Must adhere to required pre-employment background check, crim check and FBI fingerprints. Additionally, (IF applicable): Investigation of character as required by the Indian Child Protection and Family Violence Act (ICPFVP). The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (FBI) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contest or guilty plea to any felonious offenses or two or more misdemeanor offenses under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Head Start Parent Preference: Previous Karuk Tribal Head Start parents will be given preference in hiring for Karuk Tribal Head Start positions provided they meet the requirements of the position. This policy in no way changes or supersedes TERO and this preference will be subordinate to Tribal preference in hiring.

Committee Approved: July 14, 2026

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25