



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** TPCDC Early Head Start Floating Teacher  
Early Learning Programs (ELP)  
Teen Parent Child Development Center (TPCDC)

*\*\*Revised\*\**

**OPEN:** July 17, 2018

**EXEMPT:** No

**SALARY GRADE:** (5&6) \$14.35-\$18.40 Grant

**SHIFT:** Day

**LOCATION:** TPCDC

**DURATION:** Full-Time Year Round

(Continuous Funded Grant)

**CLOSES:** August 3, 2018

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** ELP

**SUPERVISOR:** TPCDC Program Manager

**VACANCIES:** 1

**JOB SUMMARY:** Provide for the physical, emotional, social and intellectual development of infants and Toddlers. Ensure a healthy and safe environment for infants, toddlers and parents. Support parents as partners in their child's education and care. Work with the parent to develop plans and goals for their child that will nurture appropriate developmental growth. Under the direct supervision of the TPCDC Program Supervisor adhere to the Department of Early Learning (DEL) Requirements and the Early Head Start (EHS) Center Base option requirements according to Head Start Policy. This is a T1, 12 month position funded by the 2018-2019 Extended Duration of Services Grant.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. The Floater position is responsible for providing classroom support in the infant and toddler classrooms as needed and provide teachers lunch breaks.
2. Follow daily lesson plans; weekly and have all materials needed for the week.
3. Work in partnership with the EHS Managers (Health Manager, Social Services Manager and EHS Coordinator).
4. Maintain open communication with parent(s) to discuss the care and development of their child formally and informally.
5. Assist in entering and maintaining current child data information in Child Plus
6. Assist in the infants/toddlers routine: feeding, diaper changing, rocking, holding, safety and playing.
7. Model appropriate best practices in Infant and Toddler Care.
8. Assist in accurate record keeping on each child in their care: attendance, screenings, assessment, development, immunization, and general health including illness and injuries.
9. Provide infants or toddlers with experiences and opportunities that allow them to develop curiosity, initiative, problem solving skills, and creativity, as well as a sense of self and a feeling of belonging.
10. Directly supervise infants or toddlers by sight or hearing at all times, even when children are in sleeping areas.

11. Working in partnership with the lead classroom teachers responsible for the physical safety of the infants/toddlers in the classroom and outdoors.

Revised 7/18

12. Share responsibility for following ELP opening and closing procedures

13. Assist in following all health and safety standards such as: cleaning & disinfecting bottles, teething rings, cribs, changing tables, high chairs, toys, tables, counter tops, play surfaces and do laundry as needed.

14. Assist in ordering and maintaining child development center supplies and equipment.

15. Willing to attend training, and/or classes for the purpose of professional development.

16. Follow all of the child development centers practices, LIBC's, Federal and Washington State regulations licensing requirements.

17. Follow all Head Start performance standards and Early Head Start center base option requirements and Washington State Child Care Licensing requirements.

18. All other duties as assigned

### **MINIMUM QUALIFICATIONS:**

- Must be at least 18 years of age, according to Washington State minimal licensing requirements.
- Must have a High School Diploma or GED
- Have an Infant and or Toddler child development associate certificate (CDA)  
**OR** twelve or more college credits in early childhood development  
**OR** the equivalent of 120 on-line hours in early childhood development  
**OR** in the process of obtaining Infant Toddler CDA.
- One year minimum experience working in a childcare center as a lead teacher in an infant and/or toddler room.
- Associate of Technical Arts (ATA), Associate of Arts and Sciences (AAS) or higher college degree in early childhood education or child development *Preferred*
- Must possess and maintain valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to work as a flexible and cooperative team member
- Ability to maintain regular, punctual and satisfactory attendance
- Proficient computer skills
- Ability to work with young children.
- Ability to lift 40 lbs unassisted, able to sit on the floor, run and stooping down to child's eye level.
- Ability to maintain strict confidentiality at all times

### **REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Mandatory reporter training (next available class)
- Must have or acquire (next available class) first aid and infant CPR training
- Must have a negative TB skin test (Upon hire)
- Must have or acquire food handlers certificate (Next available class)
- Must have HIV/AIDS and blood borne pathogen training (Next available class)
- Complete STARS training or apply for STARS 30 hour exemption within 6 months of hire.
- Proof of U.S. Citizenship: to meet federal requirements regarding employment eligibility.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov)  
For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.