



# 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:** Early Head Start Teacher

Teen Parent Child Development Center (TPCDC)

Early Learning Program (ELP)

*\*\*Revised\*\**

**OPEN:** July 16, 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 in a safe environment. Ensure a healthy and safe environment for infants, toddlers and parents. Support parents as partners in their child's education and care. Work with parents to develop plans and goals for their young child as well as for themselves that will nurture appropriate developmental growth. Under the direct supervision of the TPCDC manager will 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 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. Assist with recruitment and enrollment
2. Maintain current Child File documentation such as physicals, appointments, and health histories.
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 providing parental support in accessing community and outer community resources
6. Conduct required home visits (2) and Parent Teacher conferences (2) (using own transportation)
7. Responsible for assessing and documentation of children's developmental growth using the ASQ and ASQ/SE tool
8. Enter and maintain current information in Child Plus.
9. Responsible on a daily basis for the infants/ toddlers routine: Feeding, diaper changing, rocking, holding, safety and playing.
10. Model appropriate best practices in Infant and Toddler Care.
11. Maintain accurate records on each infant/toddler in their care: attendance, screenings, assessments, development, immunization, and general health including illness and injuries.

12. Provide children 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.
13. Directly supervise infants/toddlers by sight or hearing at all times, even when children are in sleeping areas
14. Responsible for the physical safety of the infants/toddlers in the classroom and outdoors.
15. Responsible for following TPCDC opening and closing procedures
16. Responsible for 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.
17. Responsible for lesson planning using Teaching Strategies Gold
18. Assist in ordering and maintaining child development center supplies and equipment.
19. Willing to attend training, and/or classes for the purpose of professional development.
20. Follow all of the child development centers practices, LIBC's, federal and Washington state regulations licensing requirements.
21. Follow all Head Start performance standards and Early Head Start center base option requirements
22. Work as a flexible and cooperative team member
23. Maintain regular, punctual and satisfactory attendance.

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- Possess Infant and or Toddler child development associate certificate (CDA) or equivalent
- **OR** twelve or more college credits in early childhood development.
- **OR** in the process of obtaining Infant Toddler CDA.
- Experience working in a childcare center as a lead teacher in an infant and or toddler room, *preferred*
- Associate of Technical Arts (ATA), Associate of Arts and Sciences (AAS) or higher college degree in early childhood education or child development, *preferred*
- Possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

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

- Proficient computer skills
- Experience working in a childcare center or Early Learning Program ages 0 to 5 years of age.
- 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.
- Must be at least 18 years of age, according to Washington State minimal licensing requirements.
- Complete STARS training within six months of hire.

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- Must have or acquire (next available class) first aid and infant CPR training

- Mandatory reporter training (next available class)
- 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)
- 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.