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: Teacher Aide 1x1 (TA)
Early Learning Program (ELP)

OPEN: October 12, 2018
EXEMPT: No
SALARY GRADE: **3($10.85-$12.15)**
SHIFT: 7:30-3:30 M-Th/8:00-4:30 F
LOCATION: ELP Center
DURATION: Regular Full Time

CLOSES: October 19, 2018
JOB CODE: 700
DIVISION: Education
DEPARTMENT: ELP
SUPERVISOR: Education Coordinator
VACANCIES: 2

JOB SUMMARY: Under the supervision of the Disability Coordinator and in partnership with the Lead Teacher this position will be responsible for supervision and teaching of and interacting with students. TA will supervise, teach and interact with children in the classroom, on the playground, and during field trips. TA will plan activities when requested by lead teacher, prepare materials, set up the classroom and/or clean up after the children depart and have bus monitor duties. Work schedule is Monday-Thursday 8-4 or 7:30-3:30 as scheduled by your supervisor and Fridays from 8:00-4:30 with a half hour unpaid lunch.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: Includes the following and other related duties as assigned.

Classroom Responsibilities:

1. Supervise up to 20 students with at least one other employee, maintaining a ratio of one adult to 10 students at all times.
2. Prepare for daily activities as directed by Lead Teacher on Fridays for the following week.
3. Plan and implement lessons under the guidance of the lead teacher.
4. Set up and maintain order in the large and small motor areas.
5. Clean and disinfect toys, tables, countertops, and other play surfaces, sink and bathrooms daily and as needed. Sweep and mop floors, and vacuum carpet every day and as needed. Will maintain a high degree of cleanliness in the environment. Once a week or as needed, conduct a thorough cleaning of all play and work areas. Fill out Cleaning Log as directed by Lead Teacher.
6. Role model to children appropriate behavior and offer guidance, assisting in resolving conflicts and instructing in age-appropriate behavior within the guidelines of our program curriculums.
7. Interact with children in ways that encourage language opportunities such as asking open-ended questions, reading, labeling their artwork, and participating in their dramatic play.
8. Be responsible for maintaining safety and order among children at all times.
9. Set up classroom, take down chairs, prepare daily educational activities, wipe down tables and sink, vacuum, and check supplies (toilet paper, paper towels, soap, etc.).
10. Works with bus drivers in monitoring children during bus rides to and from the center and field trips, and on and off school bus; and to check that safety belts are fastened;
11. Supervise, teach, interact, guide, assist and observe children during all aspect of the daily schedule.

12. Will interact and teach children during; center, large & small group, Lummi Language, mealtime, and outside time.
13. Will be consistently assessing children, document concerns and report to lead teacher.
14. Do Home Visits and Conferences as needed.
15. Be aware of any children having allergies or health issues.
16. Follow health and safety policy and procedures.
17. Make sure first aid kit and backpack has all the needed supplies. Inventory weekly.
18. Replace first aide kit and classroom supplies as needed.
19. Be able to stand, walk, sit, twist, bend/stoop, squat/kneel, crawl, move quickly, and reach on a daily basis.
20. Be able to frequently lift and/or move up to 50 pounds.
21. Specific vision abilities required by this job include close vision and distance vision with or without corrective lenses, as well as peripheral vision and depth perception.
22. Attend and actively participate in Head Start trainings.
23. Assist the children with tooth brushing and administer fluoride.
24. Observe and report individual children's significant behavior, injuries, and incidents using the Incident or Accident Report forms.
25. Attend Lummi Language classes and use Lummi Language in the classroom.
26. Assist Lead Teacher with attendance, meal counts, planning, screenings, observations, and benchmarks as requested by the Lead Teacher.
27. Work with individual children who experience difficulties in a group.
28. Change diapers following diapering procedures. Clean diaper table after changing diaper using a three step procedure with soap, water, and bleach solution. Document diaper changes on the Diaper Log.
29. Have all students being dropped off/picked up be signed in/out by a parent or a person designated by a parent on the Emergency Consent Form. Only release students to people designated on the Emergency and Consent Form. Require a photo ID for anyone that is unfamiliar to you.
30. Be present in your assigned classroom at all times. Communicate with the Lead Teacher regarding your whereabouts and breaks.

Meal Time Responsibilities:

1. Encourage good personal hygiene role model hand washing and brushing teeth.
2. Set tables with students; teach children how to set tables for snack and mealtime.
3. Teach children how to serve themselves. Students will use ladles, prongs, spoons, and butter knives and pour milk, water and juice.
4. Encourage children to take appropriate portions during mealtime (seconds are usually available).
5. Call kitchen staff to refill food containers and/or get more milk.
6. Accompany children to the bathroom; also during lunch children need to be accompanied Assist children with self-help skills. Help children clean up their plates after meal and snack time (scraping plates, emptying glasses, stacking dishes and pushing chairs in).
7. Encourage students to try new foods use mealtime and new foods as an opportunity to teach children about nutrition.
8. Clean tables before and after meals using a three step procedure with soap, water, and bleach solution. Dump all food before returning cart to kitchen.
9. Check for safety hazards, be watchful at all times for food or spills on the floor that can be a hazard and clean up immediately.
10. Be aware of specific food allergies and health issues. Children with food allergies will have a doctor's order and it will be posted in the kitchen and the classroom. Check meals served to children with food allergies to ensure the cook has prepared appropriate food.

11. Sit with children during meals and actively engage them in conversation.

Outdoor Learning Environment Responsibilities:

1. Check for safety hazards, such as, garbage, dogs, big sticks, open gates, damage to fence, unsafe vegetation, broken toys, and holes in play area.
2. Helmets children riding bikes must wear a helmet that has been fitted on them at all times.
3. Check straps, and helmet for any damage. Damaged helmets must be removed from play area until repaired.
4. Complete Equipment Maintenance Notice to inform Maintenance person when play ground and/or play ground equipment is in need of repair.
5. Tricycles to be put away everyday. Check for damage and report to maintenance.
6. Participate in organized daily playground activity plan activities that include both gross and fine motors.
7. First Aide Kit: Make sure kit is taken on playground and be aware of who has it should you need it in an emergency.
8. Keep emergency phone contacts updated.
9. Willing to attend training, workshops, conferences or classes. Some training may occur after hours and may require being away for more than one day. They may last longer than a normal workday.
10. Will meet with office staff, lead teacher and other appropriate professionals once a month or as needed to staff children of concern. Will attend weekly staff meetings.
11. Supervise children actively during outdoor time, constantly monitoring and interacting with students.

OTHER:

1. Prepare, cooks and serves school meals, snacks or side items as needed.
2. Washing dishes with commercial dish washer as needed.
3. Building-wide janitorial duties as needed.
4. Fill-in as necessary in Early Head Start, Head Start, Daycare, or ECEAP.
5. Follow LIBC and Early Learning Program policies, including cell phone use, attendance and punctuality, visitors, food and beverages in classrooms, chain of command, personal appearance and dress attire, confidentiality, and social media.
6. Complete other duties as assigned.
7. Maintain excellent attendance and punctuality. Call in 15 minute before your shift start time if you will be late or absent.
8. Be familiar with licensing and/or performance standards for your program.
9. Breaks are to be taken before or after class time.
10. Be respectful when communicating interacting with your coworkers, supervisor, and families.

MIMIMUM QUALIFICATIONS

- High School Diploma or GED
- Lummi/Native American/Veteran preference policy applies.
- Experience in a preschool setting: 3 months *preferred.*

KNOWLEDGE, ABILITIES AND SKILLS:

- Some Early Childhood Education (ECE) college classes *preferred*
- Ability to work in a Native American community.
- Ability to maintain health and safety standards.
- Ability to work in an atmosphere of open communication with all staff members.
- Willing and able to interact with children at their level (i.e. sitting on the floor)

- Willing to work as a team member building positive relationships with co-workers and community partners.

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 an extensive Criminal Background Check and CAMIS Check and a Department of Early Learning background check.
- Head Start parent preference.
- Must attend Mandatory reporting.
- Must adhere to the Confidentiality Policy and statement must be signed.
- Must be culturally sensitive.
- Must obtain TB Test, Immunizations current (Hepatitis B series, Tetanus, etc.)
- Must take fire extinguisher training annually.
- Must be a solution-seeking employee.
- Must enjoy working with young children and families.
- Must be willing to attend training, workshops, conferences or classes. Some training may occur after hours and may require being away for more than one day. They may last longer than a normal workday.
- Must keep personal training fill, demonstrating pursuit of professional development.
- Maintain current certifications with food handler's permit CPR, HIV Training and First Aid.
- Proof of U.S. Citizenship to meet federal requirements regarding employment eligibility.
- Be able to frequently lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision and distance vision with or without corrective lenses, as well as peripheral vision and depth perception.
- Finish CDA within two years of hire *preferred*.

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 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.