



# 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:** Toddler Teacher

Early Learning Center (ELC)- Child Care

**OPEN:** November 20, 2020

**EXEMPT:** No

**SALARY:** (5) \$14.35 -\$18.48 p/h DOE

**SHIFT:** Day

**LOCATION:** ELC

**DURATION:** Regular Full-Time

**CLOSES:** December 08, 2020

**JOB CODE:** 705

**DIVISION:** Education

**DEPARTMENT:** Early Learning

**SUPERVISOR:** ELC Program Supervisor

**VACANCIES:** 1

**JOB SUMMARY:** Under the supervision of the ELC Program Supervisor, Toddler Teacher will be responsible for the planning and implementation of weekly lesson plans and daily activities. The Toddler Teacher must create and maintain a classroom environment that is safe and healthy for children from 1 to 3 years of age. The Toddler Teacher must establish strong connections both personal and emotional with children under their care and maintain a good relationship with parents and families.

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

1. Design and implement weekly lesson plans and activities that are academic and cultural.
2. Childcare to meet the physical, emotional, social, and developmental needs of children.
3. Take attendance daily when the children arrive and record meals at point of service.
4. Enter data into Child Plus and Teaching Strategies Gold for attendance, lesson plans, quarterly check points and observation notes.
5. 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.
6. 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.
7. Be responsible for maintaining safety and order among children at all times.
8. Be aware of any children having allergies.
9. Follow health and safety policy and procedures.
10. Complete daily log sheets including daily health checks, cleaning log, indoor safety checklist and diaper logs. Turn in forms to Program Supervisor on Friday.
11. 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 including use of the dishwasher to sanitize small manipulative
12. 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.).
13. Coordinate and help supervise teacher aides and volunteers in the classroom.

14. Meet with families quarterly for parent teacher conferences, enter visit information into Child Plus and file the hard copies in the child's file.
15. Do developmental and behavioral screenings within 45 days of child's first day of attendance.
16. Assess classroom supplies and materials needed prior to implementing activities.
17. Maintain compliance with the Washington Administrative Code for Child Care centers and Early Head Start Federal Standards and other regulations
18. Establish a positive and productive relationship with parents and families through conversation, newsletters, bulletin board, and or/telephone.
19. Encourage parents/guardians to participate in the program.
20. Maintain the highest level of ethical behavior and confidentiality of information about children, parents, and staff.
21. Be able to stand, walk, sit, twist, bend/stoop, squat/kneel, crawl, move quickly, and reach on a daily basis.
22. Be able to frequently lift and/or move up to 50 pounds.
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. Be present in your assigned classroom at all times. Communicate with the Co-Teacher regarding your whereabouts and breaks.
26. Keep abreast of research and new developments in early childhood education.
27. 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.
28. Other duties as assigned.

### **Mealtime 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, in play area and holes.
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 playground and/or playground equipment is in need of repair.
5. Tricycles to be put away every day. 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 Aid 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. 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 policy.
6. Complete other duties as assigned.
7. Maintain 90 percent attendance and punctuality.
8. Be familiar with licensing and/or performance standards for your program.
9. Be respectful when communicating interacting with your coworkers, supervisor, and families.

**MINIMUM QUALIFICATIONS:**

- 3 Months Prior Classroom Experience.
- Current or pending Child Development Associate for Infants and Toddlers or State Awarded certificate for preschool teachers that meets or exceed 120 clock hours or college credit equivalent OR Obtain CDA Modules within 90 days of hire date.
- Bachelor's in early childhood education or bachelor's in education with experience in teaching infant or toddler-age children, *preferred*
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Familiar with the Washington Administrative Code regulations
- Data entry in Child Plus, & Teaching Strategies Gold.
- Knowledge of children and how to meet the needs of children and parents.
- Planning, coordination and supervisory skills to implement a high quality, developmentally appropriate classroom and curriculum.
- Understanding, ability, and cooperation personality suited to meet the cultural, emotional, mental, physical, and social needs of children.

**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.
- Must pass a Washington State Department of Early Learning Portable Background Check.

- Must obtain and maintain First Aid/CPR, and HIV/AIDS training.
- Must obtain Food Handler's Permit.
- Must complete mandatory reporting training within orientation period.
- Must adhere to the Confidentiality Policy and statement must be signed.
- Must be culturally sensitive.
- Must obtain TB Test, Immunizations current (MMR, Hepatitis B series, Tetanus, etc.)
- Must pass an initial health examination and pass a re-examination every two years
- 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. Be able to stand, walk, sit, twist, bend/stoop, squat/kneel, crawl, move quickly, and reach on a daily basis.
- Be able to frequently lift and/or move up to 50 pounds
- Must be a minimum of 21 years of age.
- Must be able to lift 40 pounds unassisted and have physical stamina.
- Must have a negative TB skin test/x-ray
- Must be punctual and dependable.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> 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.