



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: On-Call Early Head Start Teacher
Early Learning Center (ELC)

OPEN: November 16, 2020

EXEMPT: No

SALARY: (5) \$14.35-\$16.07 p/h DOE

SHIFT: Day

LOCATION: ELC

DURATION: On-Call

CLOSES: Until Filled

JOB CODE:

DIVISION: Education

DEPARTMENT: Early Learning

SUPERVISOR: ELC Program Supervisor

VACANCIES: 1

JOB SUMMARY: Under the supervision of ELC Program Supervisor, the Early Head Start Teacher will be responsible for the planning and implementation of weekly lesson plans and daily activities. The Early Head Start Teacher must create and maintain a classroom environment that is safe and healthy for children from birth to 3 years of age. The Early Head Start 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. Complete daily log sheets including daily health checks, cleaning log, indoor safety checklist and diaper logs. Turn in forms to Program Supervisor on Friday.
6. Coordinate and help supervise teacher aides and volunteers in the classroom.
7. Meet with families quarterly for parent teacher conferences, enter visit information into Child Plus and file the hard copies in the child's file.
8. Do developmental and behavioral screenings within 45 days of child's first day of attendance.
9. Assess classroom supplies and materials needed prior to implementing activities.
10. Maintain compliance with the Washington Administrative Code for Child Care centers and Early Head Start Federal Standards and other regulations
11. Establish a positive and productive relationship with parents and families through conversation, newsletters, bulletin board, and or/telephone.
12. Encourage parents/guardians to participate in the program.
13. Maintain the highest level of ethical behavior and confidentiality of information about children, parents, and staff.
14. Keep abreast of research and new developments in early childhood education.

15. 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
16. Role model to children age-appropriate behavior and offer guidance, assisting in resolving conflicts and instruction in age-appropriate behavior.
16. Supervise, teach, interact, guide, assist and observe children during all aspects of the daily schedule.
17. Interact with children in ways that encourage language opportunities, such as asking open-ended questions, reading, labeling artwork, and participating in their dramatic play.
18. Interact with children through play and conflict resolution.
19. Promote problem solving skills using appropriate curriculum and conflict resolution skills.
20. Plan routines and transitions so that they easily occur in a timely, predictable manner.
21. Responsible for mealtime routines, such as family style and interacting with children during mealtime, having children assist with mealtime.
22. Responsible for planning weekly lesson plans.
23. Observe and report individual children's significant behaviors, injuries, and incidents using the Incident or Accident report form. Inform parents of accidents, incidents, or significant behaviors or behavior changes.
24. Individualize for all children using knowledge of children, assessment of children, and Individualized Education Plan.
25. Assist Aides and community volunteers in interacting with children and classroom maintenance.

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:

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.
- Supervise children actively during outdoor time, constantly monitoring and interacting with

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 minutes 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. Be respectful when communicating interacting with your coworkers, supervisor, and families.
10. 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.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent.
- 6 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** willing to obtain CDA Equivalent 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
- 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 Child Youth and Families Portable Background Check/Fingerprints.
- Must obtain First Aid/CPR, and HIV/AIDS training.
- Must obtain Food Handler's Permit.
- Must complete mandatory reporting training within orientation period.
- 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.
- MMR immunization before hire.
- 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 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.