



# 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 (On Call)

**\*\*RE-ADVERTISED\*\***

**OPEN:** November 13, 2018

**EXEMPT:** No

**SALARY:** DOE

**SHIFT:** Daytime

**LOCATION:** TPCDC

**DURATION:** On-Call

**CLOSE:** November 28, 2018

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** ELP

**SUPERVISOR:** TPCDC Manager

**VACANCIES:** 3

**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. 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.

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

1. Responsible for the infants/toddlers routine: feeding, diaper changing, rocking, holding, safety and playing.
2. Model appropriate best practices in Infant and Toddler Care.
3. 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.
4. Directly supervise infants/toddlers by sight or hearing at all times, even when children are in sleeping areas
5. Responsible for the physical safety of the infants/toddlers in the classroom and outdoors.
6. 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.
7. Follow all of the child development centers practices, LIBC's, federal and Washington state regulations licensing requirements.
8. Follow all Head Start performance standards and Early Head Start center base option requirements
9. Work as a flexible and cooperative team member

## **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- Possess Infant and or Toddler child development associate certificate (CDA)
- **OR** twelve or more college credits in early childhood development.
- **OR** in the process of obtaining Infant Toddler CDA.
- **Or** willing to enroll in ECE courses or On-Line CDA certification

- Experience working in a Head Start, Early Head Start and or Child Care Setting
- Associate of Technical Arts (ATA), Associate of Arts and Sciences (AAS) or higher college degree in early childhood education or child development, *preferred*
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE, ABILITIES AND 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 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)
- Must pass extensive background check and CAMIS Check .
- Proof of U.S. Citizenship: to meet federal requirements regarding employment eligibility
- Willing to complete STARS training
- Willing to acquire a Infant/Toddler CDA certificate

#### **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.