Lummi Nation School
Educational Excellence for the Future

2334 Lummi View Drive / Bellingham, WA 98226 Ph. (360) 758-4300 Fax: (360) 758-3152

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT
JOB TITLE: K-8 Computer Teacher
Re-Advertise

OPEN: June 21, 2021
EXEMPT: No
SALARY: Lummi Nation School Scale DOE
SHIFT: Day
LOCATION: Lummi Nation School
DURATION: SY – 12 Month Teacher Contract

CLOSES: July 01, 2021
JOB CODE:
DIVISION: Education
DEPARTMENT: Lummi Nation School
SUPERVISOR: K-12 Principal
VACANCIES: 1

JOB SUMMARY: Instruct K-8 grade students. Prepare lessons and teaching materials and maintain daily records of student work, progress and parent/teacher contacts. Teach computer applications classes to elementary students. To create a flexible primary grade program and a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for education, in accordance with each student's ability; to establish good relationships with parents and with other staff members.

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

1. Instruct grades K-8 Computer classes.
2. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
3. Develops and updates curriculum for the classroom.
4. Participate in the in-service and planning activities assigned to members of the faculty.
5. Work with teachers and office staff to facilitate the use of technology in their classes.
6. Stays up-to-date on changes and advancements in computer technology taught in the classroom
7. Translates lesson plans into learning experiences to best utilize the available time for instruction.
8. Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
9. Assigns special projects to students
10. Evaluates student performances in class and on tests and provides feedback.
11. Communicates with parents through conferences and other means to discuss student's progress and interpret the school program.
12. Identifies student needs and cooperates with other professional staff members in assessing and helping student's solve health, attitude and learning problems.
13. Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
14. Ensures that computer equipment is functioning properly.
15. Selects and requisitions books and instructional aids; maintains required inventory records.
16. Supervised students in out of classroom activities during the assigned working day.
17. Administers group standardized tests in accordance with district testing program.
18. Participates in curriculum development programs as directed.
19. Participates in faculty committees and the sponsorship of student activities.

20. Follow the Code of Collaboration developed by the LNS.
21. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Educational Level: BA in Elementary Education; Master's Degree *Preferred.*
- Valid Washington State Teacher's Certificate with an endorsement in K-8 or K-12 Computers required.
- Must 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:

- Must have exceptional computer skills.
- Proficient Skills: Communication, instructional strategies that connect the curriculum to the learners, student management.
- Must have knowledge of a wide range of computer technologies.
- Must have excellent trouble shooting skills.
- Must understand computer monitors, central processing units, operating systems, hard drives and file storage
- Demonstrate cultural sensitivity in teaching and in relationships with students, parents, and community.
- Ability to inform, involves, and collaborates with parents and families to build strong school partnerships in the educational process. Establish and maintain open effective communication and good rapport with students, parents and school personnel.
- Ability to maintain confidentiality of records and information.
- Ability and willingness to participate in the Professional Learning Community Process

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 with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Must provide verification of employment from other districts/schools.
- Must provide grade transcripts.
- Experience working within the Lummi Community with high-risk youth and families in supplying community support services/referrals; *preferred*
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.
- Proof of U.S. Citizenship.

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- Academic School Year (12 Month Contract)
- Salary depends on qualifications.
- 90 Day Probationary Evaluation Period Applies.

EVALUATION

- Performance of this job will be evaluated in accordance with provisions of policy on Evaluation of Professional Personnel.

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.