



# 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

Early Learning Program (ELP)

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

**OPEN:** January 3, 2019

**EXEMPT:** No

**SALARY GRADE:** (5/6) \$14.35 - \$18.48

**SHIFT:** Day, Hours as Assigned

**LOCATION:** ELP Center

**DURATION:** School Year Full Time

**CLOSES:** January 17, 2019

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** ELP

**SUPERVISOR:** Education Coordinator

**VACANCIES:** 2

**JOB SUMMARY:** Under the supervision of the Education Coordinator, will be responsible for a center based classroom of 17-20 three to five year old children. Will plan and implement lessons based on Creative Curriculum, maintain a classroom environment that is safe and healthy. Work schedule is an 8 hour shift between 7:30 and 5 p.m. daily, as assigned, and up to one evening shift of work per month. The teacher will be assigned to a daycare, ECEAP, Head Start, or Early Head Start classroom. In lieu of Annual Leave, this position's paid time off is categorized as "T1". The "T1" paid time off is during Early Learning Center Christmas and Spring breaks. This position is contingent on continuing grant funding.

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

1. Use Creative Curriculum and Second Step with fidelity.
2. Create lesson plans for the following week using Creative Curriculum Study Guides and Second Step and submit to supervisor by Friday.
3. Create a daily schedule consisting of free choice, centers, small group, large group, gross motor, and other activities. Post daily schedule with pictures in two areas of the classroom.
4. Plan activities using the Creative Curriculum and Head Start Framework, children's individual strengths and needs, individual learning goals, and IEPs in Teaching Strategies Gold by Friday for the following week. Post Lesson Plans in the classroom. Submit lesson plans electronically to supervisor by Friday for the following week.
5. Use classroom zoning. During free choice time, staff will interact with students in centers.
6. Gather and prepare for daily activities on the Friday before the following week.
7. Take attendance daily when the children arrive and record meals at point of service (at meal and snack times). Enter attendance daily into ChildPlus and turn in attendance hard copy by Friday of each week.
8. Meet with each family twice during the school year for conferences and twice yearly for home visits. Record the visits on the Conference or Home Visit form. Log contacts on the Conference or Home Visits form. Enter Home Visit or Conference documentation into Child Plus and file the hard copies in the child's file for each child whether the visit/conference was completed or not. Attempt to schedule at least 3 times per conference or home visit.
9. Call parents about events (family fun nights, parent activity days, graduation, pictures) and keep a call log. Submit call logs to supervisor weekly on Friday.
10. Complete Health and Safety Checklists daily on turn in by Friday for the week.

11. Maintain portfolios for each student as per Creative Curriculum guidelines.
12. Do Health Checks daily. Document any concerns on the Health Checklist. Turn in Health Checks weekly on Friday.
13. Complete Cleaning Log daily. Turn in weekly on Friday.
14. Do developmental and behavioral screenings with 45 days (Head Start/EHS) or 90 days (ECEAP) of child's first day of attendance. Discuss results with parent. Refer the child for evaluation if needed. File the screenings and/or referral in the child's file. Enter results in ChildPlus.
15. Observe and document student work and progress. Benchmark students using the Teaching Strategies Gold program by scheduled due dates.
16. Lead Teachers must use a classroom assignment chart to organize classroom staff by assigning specific roles and duties for the day, such as during each portion of the classroom schedule and duties before and after class.
17. Maintain safety of the children in the classroom and on the playground at all times.
18. Role model to children age-appropriate behavior and offer guidance, assisting in resolving conflicts and instruction in age-appropriate behavior.
19. Supervise, teach, interact, guide, assist and observe children during all aspects of the daily schedule.
20. Interact with children in ways that encourage language opportunities, such as asking open-ended questions, reading, labeling art work, and participating in their dramatic play.
21. Interact with children through play and conflict resolution.
22. Promote problem solving skills using appropriate curriculum and conflict resolution skills.
23. Plan routines and transitions so that they easily occur in a timely, predictable manner.
24. Responsible for mealtime routines, such as family style and interacting with children during mealtime, having children assist with mealtime.
25. 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.
26. Individualize for all children using knowledge of children, assessment of children, and Individualized Education Plan.
27. Assist Aides and community volunteers in interacting with children and classroom maintenance.
28. Plan one parent night activity a year.
29. Ability to work with effectively with a Native American community.
30. Attend Lummi Language classes and infuse the Lummi culture and language in the classroom.
31. Comply and enforce Confidentiality Policy.
32. Know your students allergy and health needs.
33. Follow Health and Safety policies and procedure.
34. Make sure an Evacuation Plan,
35. Maintain a Diaper Log
36. 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.
37. Maintain a classroom Diaper Log.
38. Make sure each child file contains all consents, such as field trip consents, screening consent, photo/media consent, Early Achievers consent, and USDA forms.
39. Keep emergency phone contacts and Emergency Contacts form updated.
40. Use small group lesson times daily to meet annual School Readiness goals as decided by the director of Head Start.

#### **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:**

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 play ground and/or play ground 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.
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.

11. 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 GED
- AA in ECE or Child Development Associate credential and currently enrolled in AA in ECE.
- Must be willing to complete an AA in ECE in 3 years.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Experience working with 3-5 year olds.
- Ability to type 40 words a minute
- Ability to comply and enforce the Confidentiality Policy;
- Ability to be culturally sensitive with the Lummi Nation Community;
- Ability to lift 40 pounds and willing to interact with children at their level
- Ability to work in an atmosphere of open communication with all staff members.
- Ability to work as a team member.
- Ability to be an open and positive employee.
- Data entry skill in tracking child development

**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 extensive criminal background check and CAMIS check.
- Proof of U.S. Citizenship for employment eligibility
- Immunizations current
- Have certifications with food handler's permit, CPR, HIV Training and First Aid.
- Must complete mandatory reporting training within orientation period.
- Maintain health and safety standards.
- Willing to attend trainings and keep personal training file updated demonstrating pursuit of professional development.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://Innr.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.