



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: Special Education Aide (1x1)

Lummi Nation Early Learning Program

Re-Advertise

OPEN: February 15, 2023

EXEMPT: No

SALARY: (5) \$15.21-\$17.13/hr. DOE

SHIFT: Day

LOCATION: Early Learning Center

DURATION: Regular Full-Time

CLOSE: Until Filled

JOB CODE: 700

DIVISION: Education

DEPARTMENT: ELP

SUPERVISOR: Disabilities Coordinator

VANCANCIES: 4

JOB SUMMARY: Under the direction of the Disabilities Coordinator and classroom Teacher the Special Education Aide will be responsible for health-related issues with specific children in the class and reporting these to the teacher. They will keep health supplies stocked in their classroom and in their first aid kits and backpacks. Incumbent will assist to supervise children in the classroom, on the playground, and during field trips as well as assisting with projects. Incumbent will prepare materials, set up the classroom and/or clean up after the children depart. This position requires working within proximity with un-masked, un-vaccinated children. This position and wages are contingent on grant funding. The pay scale for this position is continuous until grant end date of 8-31-2023 and are subject to change after that date.

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

Classroom Responsibilities:

1. Works as a team with Teacher to prepare education materials.
2. Follow health and safety policy and procedures, UPDATED: Must sanitize highly touched surfaces every hour. Toys will be sanitized at the end of each day, if a child mouths a toy the toy will be taken once the child is finished and set in a disinfection bin to be sanitized.
3. Demonstrates appropriate behavior and acts as a role model to children to offer guidance, assisting in resolving conflicts and instructing in age-appropriate behavior within the guidelines of our program curriculums.
4. Focus and interact with the children assessed with special needs in ways that encourage language opportunities such as asking open-ended questions, reading, labeling their artwork, and participating in their dramatic play.
5. Assist in the responsibilities to maintain safety and order among children at all times.
6. Supervise, interact, guide, assist and observe children during all aspect of the daily schedule.
7. Performs positive interaction with children during all school activities.
8. Works with bus drivers in monitoring children on and off school bus and check that safety belts are fastened.

9. Other duties as assigned

Mealtime Responsibilities:

1. Encourage good personal hygiene in hand washing and brushing teeth daily.
2. Teaches 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. Keep food containers full. Will need to go to the kitchen to refill food containers and/or get more milk.
6. Accompany children to the bathroom, also during lunch children need to be accompanied to the bathroom. The classroom Aide will wait outside of restroom until child is ready to return to the cafeteria.
7. 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).
8. Encourage students to try new foods use mealtime and new foods as an opportunity to teach children about nutrition.
9. Clean up and wipe tables after meals, be responsible for returning all dishes and uneaten food to kitchen and clean the tables with soap and water.
10. Check for safety hazards, be always watchful for food or spills on the floor that can be a hazard and clean up immediately.
11. Be aware of specific food allergies of Children with food allergies. Doctor's orders 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.

Outdoor Learning Environment Responsibilities:

1. Be aware and check for safety hazards.
2. Make sure safety equipment is properly utilized with children; notify appropriate staff if repairs or replacement may need to occur.
3. Tricycles are to be put away every day. Check for damage and report to maintenance.
4. Participate daily in organized playground activity plan activities that include both gross and fine motors.
5. Willing to attend training, workshops, conferences; will meet with office staff, teacher, and other appropriate professionals once a month or as needed to staff children of concern; attend weekly staff meetings.

MINIMUM QUALIFICATIONS:

- Must have High School Diploma or GED
- Experience working with 3–5-year old's.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Comply and enforce the Confidentiality Policy.
- Adaptable to be culturally sensitive with the Lummi Nation Community.
- Must be able to work in an atmosphere of open communication with all staff members.
- Enjoy working with children and families.
- Work as a team member.
- Be open and positive employee.
- Enjoy working with young 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.
- Proof of U.S. Citizenship for employment eligibility
- Immunizations current.
- Able to lift 40 pounds and willing to interact with children at their level
- 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.
- Must follow and abide by the LIBC COVID-19 Policy, as well as guidance by the Lummi Public Health Team.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

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.

