



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 Teacher's Aide
Early Learning Program (ELP)

OPEN: August 17, 2023

EXEMPT: No

SALARY: \$18.99/hr. DOE

SHIFT: Hours as Assigned

LOCATION: Early Learning Program Buildings

DURATION: Regular Full Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Education

DEPARTMENT: ELP

SUPERVISOR: Gen. Education Coordinator

VACANCIES: 2

JOB SUMMARY: Under the supervision of the General Education Coordinator will be responsible for a center-based classroom of 17-20 three-to-five year old children or eight children from birth to three years old. The work schedule is an 8 to 10 hour shift between 7:30 and 5:30 p.m. daily, as assigned, and up to one evening shift of work per month. The Teacher's Aide will be assigned to a daycare, ECEAP, Head Start, or Early Head Start classroom. This position and wages are contingent on funding.

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

1. Additional duties associated with COVID safety protocols deemed necessary by Lummi Indian Business Council, Lummi Public Health, and Lummi Early Learning Programs policy.
2. Must maintain good communication and follow expectations and duties assigned by the classroom Lead Teacher.
3. Must plan and implement lesson plans under direction of Lead Teacher.
4. Know, understand, and follow Lummi Early Learning Programs Policies.
5. Know, understand, and follow Head Start/ECEAP Performance Standards.
6. Know, understand, and implement Classroom Assessment Scoring System.
7. Know, understand, and follow best practices from EKLCK (Head Start) and trainings.
8. Know, understand, and follow USDA/CACFP trainings and regulations.
9. Must actively supervise students at all times.
10. Must teach, interact, and engage students continuously throughout the day.
11. Must work with individual or groups of children as assigned by Lead Teacher or supervisor.
12. Must provide positive reinforcement and guidance.
13. Must clean and prepare classroom and classroom materials under direction of the Lead Teacher.
14. Must complete Indoor Safety Check daily and document on the Indoor Safety Checklist.
15. Must take attendance daily and record meals and snacks at point of service.
16. Daily, assess students' health and appearance and document any concerns with a child's health, appearance, or safety.
17. Must observe and document student work and progress daily under direction of Lead Teacher.

18. Must ride bus as bus monitor following training and direction of the transportation staff.
19. Must be present in your assigned classroom at all times unless directed by the Lead Teacher or supervisor to do other tasks. Communicate with the Lead Teacher regarding your whereabouts and breaks.
20. Works collaboratively with coworkers, Program Specialists, Schelangen Coordinator, Health Coordinator and Family Services.
21. Must attend training, workshops, conferences, or classes. Some training may occur after hours and may require being away for more than one day. Trainings may last longer than a normal workday.
22. Must actively participate in trainings.
23. Must actively participate in coaching and personal improvement goals.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED.
- Preference will be given to candidates with a Child Development Associates Credential.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to work with students from a variety of backgrounds, developmental and physical abilities.
- Ability to work with birth to 5 year olds.
- Ability to type 40 words a minute.
- Ability to comply with the Confidentiality Policy.
- Ability to be culturally sensitive with the Lummi Nation Community.
- Must pass an employee physical.
- Ability to work in an atmosphere of open communication and professionalism with all staff members.
- Ability to work as a team.

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 successful and extensive criminal background check, CAMIS background check
- 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.
- Must pass a Washington State DCYF background check.
- Must obtain a Child Development Associates Credential within 2 years.
- Must obtain food handler's permit, first aid and CPR certification.
- Must complete Mandatory Reporting within orientation.
- Must be up to date on immunizations, including COVID vaccines.
- Must be punctual and dependable.
- Must be available daily between 7:30-5:30.
- Must be willing to work passed scheduled shift when short staffed or parents late for pickup.

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.