



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: Floating Teacher

Early Learning Program (ELP)

Re-Advertise

OPEN: September 28, 2023

EXEMPT: No

SALARY: (7) \$20.07-\$22.60/hr. DOE

SHIFT: Day, Hours as Assigned

LOCATION: ELP Center

DURATION: Regular Full Time

CLOSES: Until Filled

JOB CODE: 700

DIVISION: Education

DEPARTMENT: ELP

SUPERVISOR: General Education Coordinator

VACANCIES: 1

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. Will plan and implement lessons and maintain a classroom environment that is safe and healthy. The Lead Teacher is responsible for directing the work of classroom staff. 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 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. Know, understand, and follow Head Start/ECEAP Performance Standards and Lummi Early Learning Programs Policies.
2. Know, understand, and implement Classroom Assessment Scoring System.
3. Know, understand, and follow best practices from EKLCK (Head Start) and trainings.
4. Know, understand, and follow USDA/CACFP training and regulations.
5. Direct the work of the classroom general education and special education aides to ensure implementation Early Learning Program Policies, classroom requirements and schedules as deemed by the Lead Teacher, and Head Start/ECEAP/CCDF requirements.
6. Maintain good communication about expectations and duties with classroom general education and special education aids.
7. Create lesson plans and activities for the following week including individualizing learning for all children.
8. Take attendance daily when the children arrive and record meals at point of service (at meal and snack times). Enter attendance daily into Child Plus and maintain a file with all attendance for the school year.
9. Daily, assess students' health and appearance and document any concerns.
10. Observe and document student work and progress daily. Enter into Teaching Strategies Gold.

11. Create and 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.
12. Role model to children age-appropriate behavior and offer guidance, assisting in resolving conflicts and instruction in age-appropriate behavior.
13. Work collaboratively with coworkers, Program Specialists, Schelangen Coordinator, Health Coordinator and Family Services.
14. Make sure each child file contains a Transportation, Field Trip and Media Consent.
15. Keep an updated emergency contacts binder/folder in the classroom.
16. 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.
17. Must actively participate in coaching and personal improvement goals.
18. Actively participate in trainings.

MINIMUM QUALIFICATIONS:

- An associate degree or higher in early childhood education; or
- An associate degree in a related field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.
- If no candidate meets the above requirements, a candidate with a preschool child development associate (CDA) credential and who is enrolled in a program that grants an AA or higher ECE degree may be considered for the position. Candidate must complete the degree within 2 years from beginning of employment as a teacher.
- 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 years 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 pass a MERIT/DCYF background check.
- Must obtain food handler's permit, first aid and CPR certification.
- Must complete Mandatory Reporting within orientation.
- Up to date on immunizations, including COVID vaccines.
- Must be punctual and dependable and be available daily between 7:30-5:30.
- Must be willing to work past 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.