



# 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 1x1 Aide

**OPEN:** June 28, 2024

**EXEMPT:** No

**SALARY:** Education Salary Scale

**SHIFT:** Day, hours as assigned

**LOCATION:** Early Learning Program Center

**DURATION:** Regular Full-Time (12 mo.)

**CLOSES:** Until Filled

**JOB CODE:** 700

**DIVISION:** Education

**DEPARTMENT:** Early Learning Program

**SUPERVISOR:** Disabilities Coordinator

**VACANCIES:** 5

**JOB SUMMARY:** Under the supervision of the Disabilities Coordinator, will be responsible for a center-based classroom of 17-20 three-to-five-year-old children. 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 Special Education 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 FUNCTIONS AND RESPONSIBILITIES:** Includes the following and other related duties:

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 Teacher.
3. Instruct individuals or small groups to promote student learning objectives (i.e., reviewing letters/sounds, introducing new concepts/strategies, etc.).
4. Supervise students to ensure safety and well-being (i.e., classroom, outside play areas, etc.). Supervision of special needs students may include students who exhibit unsafe, aggressive, or self-injurious behaviors or have medical conditions that require assistance and supervision.
5. Provide medical assistance (i.e., suctioning, tube feeding, disbursing medications, and seizure monitoring) and/or therapy sessions (i.e., occupational therapy or speech language therapy) as directed by health care professionals or Early Learning health professionals.
6. Assist teacher in planning daily activities in accordance with the curriculum.
7. Is capable of physical assisting students with special needs, including students using wheelchairs, etc., with personal needs and care including eating, dressing, positioning, toileting, standing, and lifting/carrying or supporting students who may weigh 40lbs or more.
8. Monitor and record/log all assigned student(s) progress.
9. Communicate with and update Teacher as needed, about student behavior incidents or information relevant to student performance.
10. Attend meetings and trainings as required to improve knowledge and maintain skills.
11. Follow through on assigned schedule.
12. Work as a flexible, cooperative, and reliable team member.
13. Maintain confidentiality.
14. Establish and maintain effective working relationships with all staff.

15. Maintain a professional relationship with students, parents, and guardians.
16. Experience or willingness to learn how to engage in the learning process.
17. Ride the bus and help bus driver monitor behaviors.
18. Know, understand, and follow Lummi Early Learning Programs Policies, Head Start/ECEAP Performance Standards.

### **MIMIMUM QUALIFICATIONS**

- High School Diploma or GED
- Must be 18 years of age.
- Child Development Associates Credential or AA in ECE or must be willing to complete CDA or AA in ECE and be placed on a Professional Development Plan preferred.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to work with students from a variety of backgrounds, developmental and physical abilities.
- Ability to follow LIBC rules of conduct that will protect the interest and safety of all employees.
- Ability to work with 0-5-year-old Native American student, preferred.
- Experience working with children with special needs preferred.
- Ability and willingness to upgrade skills to maintain the highest level of efficiency and high-quality work.
- Ability to comply with the Confidentiality Policy.
- Ability to be culturally sensitive with the Lummi Nation Community.
- Ability to lift 40 pounds.
- 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 as required by LIBC Drug & Alcohol-Free Workplace Policy.
- This position requires regular contact with, or Control over Indian Children and it is therefore subject to an extensive Criminal Background Check and Fingerprint clearance.
- Proof of U.S. Citizenship.
- Must provide highest level of education transcripts and or diploma.
- Must be willing to enter into a professional development agreement to obtain a CDA OR ECE.
- Must pass a Washington State DCYF background check.
- Must obtain food handler's permit, first aid and CPR certification within 30 days of start date.
- Complete or attend First Aide, CRP, and Mandatory reporting training.
- Up to date on immunizations and pass an employee physical provided by primary physician.
- Must be willing to work past scheduled shift when short staffed or parents late for pickup.
- Must be able to adhere to strict attendance expectations of the Education Division.

### **TERMS OF EMPLOYMENT:**

- All elements of this job description apply.
- 12-month Full-Time Employee
- 90 Day Probationary evaluation period applies.

### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobNow.php> 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.

