



# 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's Aide

**OPEN:** July 10, 2024

**EXEMPT:** No

**SALARY:** Education Salary Scale

**SHIFT:** Day, hours as assigned

**LOCATION:** Early Learning Program

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

**CLOSES:** Until Filled

**JOB CODE:** 700

**DIVISION:** Education

**DEPARTMENT:** Early Learning

**SUPERVISOR:** Education Coordinator

**VACANCIES:** 5

**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 or eight children from birth to three years old. Assisting the Teacher with planning and implementing lesson plans, active supervision, cleaning, appropriate interactions with students. The Teacher's Aide will be assigned to a daycare, ECEAP, Head Start, Early Head Start or Teen Parent Center classroom and must check in with direct supervisor to ensure all classrooms are covered throughout the workday.

**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, including stepping in as lead when necessary.
3. Be able to plan and implement lesson plans under the direction of the Teacher.
4. Be familiar with all program performance standards and policies.
5. Plans, carries out, and evaluates developmentally appropriate activities and experiences for children ages birth to five years. Using modeling, observing, questioning, demonstrating, and reinforcing techniques. (Ex. Eat and interact with children during mealtimes.)
6. Provide support with groups of children by motivating and stimulating a child's learning abilities, often encouraging learning through experience.
7. Helps establish a program environment that promotes positive interactions with other children and adults. Helps prepare arrange and maintain indoor and outdoor activity areas and materials to accommodate daily check lists.
8. Provide support for all areas of the classroom maintaining a clean, safe, and cheerful environment as well as assist with conducting child's daily observations.
9. Be able to ride a bus as a bus monitor following training and direction of the transportation staff.
10. Must always be present in your assigned classroom unless directed by the Lead Teacher or supervisor to do other tasks. Communicate with the Lead Teacher regarding your whereabouts and breaks.
11. All other duties as assigned.

## **MIMIMUM QUALIFICATIONS**

- High School Diploma or GED
- 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.
- 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.
- Strong problem solving and organizational skills with the ability to work with minimal supervision.
- Ability to be culturally sensitive with the Lummi Nation Community.
- Demonstrate evidence of strong communication skills (verbal, written, and electronic formats) and ability to work as part of a team with colleagues, parents, and 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 it is therefore subject to an extensive Criminal Background Check and Fingerprint clearance.
- 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/JobsNow.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.

