



**Lummi Early Learning Program
2645 Kwina Road Bellingham, WA 98226**

Teen Parent Child Development Program* Lummi Nation Child Development Center
Early Head Start* Head Start* ECEAP

JOB ANNOUNCEMENT

JOB TITLE: ELP Teacher

OPEN: September 16, 2024

EXEMPT: Yes

SALARY: Education Salary Scale (\$24.52 DOE)

SHIFT: Days, hours assigned

LOCATION: ELP Head Start

DURATION: 12 Month (School Year Contract)

CLOSES: Until Filled

JOB CODE:

DIVISION: Education

DEPARTMENT: ELP

SUPERVISOR: Education Manager

VACANCIES: 3

JOB SUMMARY: Will be responsible for a center-based classroom of 17-20 three- to five-year-old. Will plan and implement lessons, maintain a classroom environment that is safe and healthy. The Teacher is responsible for directing the work of the other classroom staff to ensure implementation of classroom schedule and lesson plans, active supervision, cleaning, appropriate interactions with students, as well as Early Learning Program policies. The teacher will be assigned to ECEAP or Head Start classroom.

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

1. Maintain compliance with the Washington Administrative Code for Childcare centers and Early Head Start Federal Standards and other regulations. Know and understand Head Start/ECEAP Performance Standards and Lummi Early Learning Program Policies.
2. Develop an outdoor and indoor learning environment that provides a variety of age appropriate experiences to foster child exploration and discovery.
3. Establish a daily routine that includes time for small group and large group activities, encourages creative expression and incorporates health and nutrition as part of daily activities.
4. Maintain good communication about expectations and duties with classroom general education and special education aids.
5. Enter data into ChildPlus and current approved curriculum for attendance, lesson plans, quarterly check points and observation notes.
6. Use small group lesson times daily to meet annual School Readiness goals as decided by the director of Head Start.
7. Gather and prepare for daily activities on the Friday before the following week.
8. Take attendance daily when the children arrive and record meals at point of service.
9. Meet with each family quarterly during the school year for conferences and benchmark progress and document accordingly.
10. Complete daily log sheets including daily health checks, cleaning log, indoor safety checklist and diaper logs. Turn in forms to the Program Manager on Friday.
11. Do developmental and behavioral screenings within 45 days (Head Start/EHS) or 90 days (ECEAP) of child's first day of attendance. Discuss results with parents. Refer the child for evaluation if needed
12. Interact with children in ways that encourage language opportunities, such as asking open-ended questions, reading, labeling artwork, and participating in their dramatic play.

13. Interact with children through play and conflict resolution. Supervise, teach, guide and assist during all aspects of the daily routines.
14. Plan routines and transitions so that they easily occur in a timely, predictable manner.
15. Responsible for mealtime routines, such as family style and interacting with children during mealtime, having children assist with mealtime.
16. Know your student's allergy and health needs while following health and safety policies and procedures. Keep emergency phone contacts and Emergency Contacts updated.
17. Have all students being dropped off/picked up be signed in/out by a parent or a person designated by a parent on the Emergency Consent Form. Only release students to people designated on the Emergency and Consent Form. Require a photo ID for anyone that is unfamiliar to you.
18. Stay in the classroom during Head Start/ECEAP hours except for bathroom breaks and during scheduled lunchtime. Teachers may only take lunch during students' scheduled naptime.
19. Take children outside daily, unless there is severe weather, dangerous animals, or poor air quality as per the Programs' policy. Communicate closely with families about expectations for children to have proper clothing for the weather. Refer families who do not to Family Services.
20. Teachers must stay late when a child's parent is late for arrival.
21. Additional duties associated with COVID safety protocols deemed necessary by Lummi Indian Business Council, Lummi Public Health, and Lummi Early Learning Programs policy.
22. Work as a flexible and cooperative as team member and maintaining student ratio at all times.
23. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School diploma or GED; *required*
- Must have an AA or higher degree *required*.
- Prior experience as a teacher *preferred*.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Experience working with 3–5-year-old.
- Demonstrate open communication abilities with staff and families.
- Ability to be culturally sensitive with the Lummi Nation community.
- Demonstrate the ability to be an open and positive employee while working as a team member.

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.
- Must be 18 years of age or older.
- Proof of U.S. Citizenship.
- Provide verification of employee from other districts/schools if necessary.
- Must provide highest level of education transcripts and or diploma.
- Must obtain current food handler's permit, first aid/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.
- Academic School Year (12-month Contract).
- 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. 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.