



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 DESCRIPTION

JOB TITLE: Early Floating Head Start Teacher

OPEN: November 1, 2024

EXEMPT: Yes

SALARY: Education Salary Scale

SHIFT: Days, hours assigned

LOCATION: Teen Parent Child Development Center

DURATION: 12 Month (School Year Contract)

CLOSES: Until Filled

JOB CODE:

DIVISION: Education

DEPARTMENT: Early Learning Program

SUPERVISOR: Program Manager

VACANCIES: 1

JOB SUMMARY: Early Head Start Teacher will be responsible for following all the essential job duties and responsibilities and will adhere to the Department of Children, Youth & Family Services (DCYF) requirements and the Early Head Start (EHS) Center Base option requirements according to Head Start Performance Standards and Policies.

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. According to the Lummi Early Learning Program Policies and Procedures, the teacher must comply with the student staff ratio when assigned to that classroom.
3. Responsible for developing and implementing weekly lesson plans and activities that are academic and cultural using current approved curriculum according to each individualized plan.
4. Meet the physical, emotional, social, and developmental needs of children at all times.
5. Provide children with experiences and opportunities that allow them to develop curiosity, initiative, problem-solving skills, and creativity, as well as a sense of self and a feeling of belonging.
6. Take attendance daily when the children arrive and record meals at point of service.
7. Enter data into ChildPlus and current approved curriculum for attendance, lesson plans, quarterly check points and observation notes.
8. 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.
9. Meet with families quarterly for parent teacher conferences, enter visit information into Child Plus and file the hard copies in the child's file.
10. Do developmental & behavioral screenings within 45 days of the child's first day of attendance.
11. Assess classroom supplies and materials needed prior to implementing activities.
12. Establish a positive and productive relationship with parents and families through conversation, newsletters, bulletin board, and or/telephone.
13. Maintain the highest level of ethical behavior and confidentiality of information about children, parents, and staff.

14. Willing to attend training, workshops, conferences, or classes.
15. Role model and interact with children in age-appropriate ways that encourage language opportunities, such as asking open-ended questions, reading, labeling artwork, and participating in their dramatic play including conflict resolution.
16. Plan routines and transitions so that they easily occur in a timely, predictable manner (feeding, diaper changing, rocking, holding, safety, playing, etc.).
17. Responsible for mealtime routines, per ELP policy.
18. Observe and report individual children's significant behaviors, injuries, and incidents using the Incident or Accident report form. Inform parents of accidents, incidents, or significant behaviors or behavior changes.
19. Work as a flexible and cooperative as team member and maintaining student ratio at all times.
20. Additional duties associated with COVID safety protocols deemed necessary by Lummi Indian Business Council, Lummi Public Health, and Lummi Early Learning Programs Policy.
21. All other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school or GED diploma.
- An associate degree in ECE or related field OR Child Development Associates (CDA) in ECE.
- Prior experience as a teacher *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.
- 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.
- Ability to be culturally sensitive with the Lummi Nation Community.

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 be willing to enter into a professional development agreement to obtain a CDA OR ECE.
- 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.