

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

LNS Human Resources 360-758-4300

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: After School Program Certificated Teachers
21st Century After School Program

OPEN: February 24, 2025

EXEMPT: No

SALARY: Grant funded \$28.00 per hour

SHIFT: After School

LOCATION: Lummi Nation School

DURATION: Temporary

CLOSES: Until Filled

JOB CODE:

DIVISION: Education

DEPARTMENT: LNS

SUPERVISOR: 21st Century Coordinator

VACANCIES: 4

JOB SUMMARY: Position is a grant funded position that takes place after school hours and works closely with the 21st Century Program Coordinator and Lummi Nation School Administrators to research, develop and implement academic/enrichment activities. The After School Program Teacher is responsible for providing a safe, fun, and educational environment for students in the after-school program. This role includes planning and implementing activities that promote academic enrichment, social skills and emotional well-being while ensuring all students are engaged, safe and motivated during assigned activities.

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

1. Plan and implement engaging educational activities that align with the program's goals, focusing on both academic enrichment and creative activities.
2. Ensure adequate supervision is in place for all children's games and activities as scheduled, assigned - evaluate, and reassign camp assistants as student needs dictate.
3. Monitor and evaluate each activity on an on-going basis to ensure they are fun, challenging, empowering and safe.
4. Provide positive role modeling, energy, and enthusiasm to set the tone for the program participants.
5. Responsible for maintaining regular contact with children, youth and parents identified as participants in the 21st Century Program.
6. Provide supervision support, academic support and clerical support to the LNS school administrator and 21st Century Program Coordinator.
7. Work closely with administration and transportation to ensure transportation to and from activities is scheduled and all participants are provided safe forms of transportation during transition times. - safe smooth transitions.
8. Follow the LNS reporting process (directly or indirectly received) disclosures of child abuse, child sexual abuse or neglect.
9. Responsible for direct oversight during activities and field trips.
10. Complete all necessary documentation/paperwork/reports for the program as directed by the ASP Coordinator and Supervising administrator.
11. Ensure accident/incident report forms are completed accurately and immediately and routed to the school nurse and the School Administrator.
12. Actively participate in all aspects of staff training.

13. Provide small group and large group academic instruction.
14. Redirect students in an appropriate manner who display inappropriate behavior.
15. Follow the reporting and referral process for students who violate the program behavior guidelines.
16. Follows through on assigned schedule.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or higher
- Washington State Teaching Certificate
- Experience working within the Lummi Community with high-risk youth and families in supplying community support services/referrals; *preferred*
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of local resources available to youth.
- Ability to be and maintain substance (alcohol & drug) free, will be subject to drug testing and maintain self-care that prevents staff burnout.
- Possess good communication and listening skills to develop rapport with youth and their parents/caretakers.
- Ability to prioritize and work well under pressure; ability to multi-task in a fast pace working environment
- Ability to work with dependability, punctuality and reliability.
- Ability to lift 50 pounds
- Possess effective oral and written communication skills.
- Ability to maintain high professionalism regarding student confidentiality.
- Ability to work both independently and as a team member using a high degree of good judgment.
- Knowledge and ability to assist with LNS emergencies procedures.

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 an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Completion of training SCANS Process - Suspected Child Abuse and Neglect Training required.
- Proof of U.S. Citizenship.
- Possess or willing to obtain first aid certificate and CPR certificate.
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- Temporary applies
- After School Hours

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.