



**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: Teacher's Assistant

OPEN: October 01, 2025

EXEMPT: No

SALARY: Education Salary Scale

SHIFT: Days, hours assigned

LOCATION: ELP Center

DURATION: 12 Month Full-Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Education

DEPARTMENT: Early Learning Program

SUPERVISOR: Education Manager

VACANCIES: 6

JOB SUMMARY: Under the supervision of the Education Manager 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 JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Additional duties associated with all 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. Must always follow clear directives from all education managers
12. All other duties as assigned.

MINIMUM 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; *required*
- 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 is therefore subject to successful and extensive criminal background check, CAMIS background check
- Must pass a Washington State Department of Child Youth and Families Background Check.
- Follow all suspected Child Abuse and Neglect reporting policies and procedures.
- Must obtain First Aid/CPR, and Blood Borne Pathogen training.
- Must obtain Food Handler's Permit.
- Must be able to lift 40lbs. unassisted and have physical stamina.
- Must have a negative TB skin test/x-ray.
- Must have MMR immunizations upon hire.

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- 12-month Full-Time Classified 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 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.