



**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: Education Manager**

**OPEN:** March 26, 2026

**EXEMPT:** Yes

**SALARY:** Education Salary Scale

**SHIFT:** Days

**LOCATION:** ELP

**DURATION:** Regular Full-Time

**CLOSES:** Until Filled

**JOB CODE:** 700

**DIVISION:** Education

**DEPARTMENT:** Early Learning Program

**SUPERVISOR:** Early Learning Director

**VACANCIES:** 1

**JOB SUMMARY:** Under the supervision of the Early Learning Director, the Education Manager administers, coordinates, and supervises the operations of the Early Learning Programs at the ELC which serves children from 6 weeks to school age. This position is responsible for maintaining program compliance with institutional, Tribal, Federal, and State childcare licensing standards. Responsibilities include grant writing, fund management, budgeting, and fiscal monitoring, and adhering to program compliance for each funding resource. This position will supervise ELP staff.

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

1. Coordinate, organize and implement the Lummi Nation Child Care program, Teen Parent Child Development, Early Head Start, Head Start and Early Childhood Education Assurances Program in accordance with all institutional, Tribal, State, and Federal standards for Child Care centers.
2. Establish positive and productive relationships with parents, families, staff and community through conversation, newsletters, social media, bulletin boards, and telephone and/or external correspondences.
3. The ability to take initiative, think critically, anticipate needs, and problem-solve while demonstrating interest is vital to the well-being of the organization.
4. Coordinate and supervise all early learning program staff that is assigned in accordance with all applicable standards set forth by the granting agencies and ELP organizational chart.
5. Ensure that all teaching staff are completing all required weekly documentation for their assigned classroom.
6. Work with Registrar for transition plans for students aging out.
7. Communicate effectively with granting agencies on a regular basis to maintain complete compliance programmatically as assigned.
8. Provides representation to various local, State, Federal, Washington childcare legislation and keeps abreast of funding sources and research related ELP as assigned.
9. Maintain the highest level of ethical behavior and confidentiality of information about children, parents, and staff.
10. Will review and maintain program records necessary for program audits.
11. Create and implement professional development plans and will attend training and/or classes for professional development needs.
12. Manage staff in accordance with all applicable institutional, Tribal, State, and Federal standards.
13. Additional duties associated with all necessary safety protocols deemed necessary by Lummi Indian Business Council, Lummi Public Health, Lummi Early Learning and Education Departments.
14. Collaborate with all other ELP managers on a weekly basis and be responsible to be next in delegation when needed.
15. Maintain good working relationships with staff and maintain open lines of communication with employees, organizations, parents and community members, act as a liaison between the school and community.
16. Responsible to process all Education Human Resource paperwork/processes such as PAF, PRF, job evaluations, interviews, employee relations matter in accordance with Education Human Resource Division.
17. Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's or higher in ECE or related degree, *required*
- 2 years prior classroom experience with Infant, Toddler, or Preschool aged children; *required*
- 1 year of teaching experience in classroom setting; *required*
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of children's needs and parents to meet the needs of children and parents.
- Planning, coordination, and supervisory skills to implement a high quality, developmentally appropriate, classroom and curriculum.
- Demonstrate the understanding, ability, and cooperation personality suited to meet the cultural, emotional, mental, physical, and social needs of children.
- Must have experience with Microsoft Office programs, specifically Microsoft Word and Excel.
- Must be punctual, dependable, and reliable.

### **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](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.