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 Assistant 1x1

OPEN: November 17, 2026
CLOSES: November 24, 2026
EXEMPT: No
JOB CODE: 700
SALARY: Education Salary Scale
DIVISION: Education
SHIFT: Days, hours assigned
DEPARTMENT: Early Learning Program
LOCATION: ELP Center
SUPERVISOR: Special Services Manager
DURATION: 12 Month Full-Time
VACANCIES: 1

JOB SUMMARY: Under the supervision of the Special Services Manager, will be responsible for a center-based classroom of 17-20 three-to-five-year-old children. The work schedule is an 8-to-10-hour shift between 7:30 and 5:30 p.m. daily, as assigned, and up to one evening shift of work per month. The Special Education Teacher's Aide will be assigned to a daycare, ECEAP, Head Start, or Early Head Start classroom. This position and wages are contingent on funding.

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

1. Additional duties associated with safety protocols deemed necessary by the Lummi Indian Business Council, Lummi Public Health, and Lummi Early Learning & Education Department policy.
2. Must maintain good communication and follow expectations and duties assigned by the classroom Teacher.
3. Instruct individuals or small groups to promote student learning objectives (i.e. reviewing letters/sounds, introducing new concepts/strategies, etc.).
4. Supervise students to ensure safety and well-being (i.e., classroom, outside play areas, etc.). Supervision of special needs students may include students who exhibit unsafe, aggressive, or self-injurious behaviors or have medical conditions that require assistance and supervision.
5. Provide medical assistance (i.e., suctioning, tube feeding, disbursing medications, and seizure monitoring) and/or therapy sessions (i.e., occupational therapy or speech language therapy) as directed by health care professionals or Early Learning health professionals.
6. Assist teacher in planning daily activities in accordance with the curriculum.
7. Is capable of physical assisting students with special needs, including students using wheelchairs, etc., with personal needs and care including eating, dressing, positioning, toileting, standing, and lifting/carrying or supporting students who may weigh 40lbs or more.
8. Monitor and record/log all assigned student(s) progress.
9. Communicate with and update Teacher as needed, about student behavior incidents or information relevant to student performance.
10. Attend meetings and trainings as required to improve knowledge and maintain skills.
11. Follow through on assigned schedule.
12. Work as a flexible, cooperative, and reliable team member.
13. Maintain confidentiality.
14. Establish and maintain effective working relationships with all staff.
15. Maintain a professional relationship with students, parents, and guardians.
16. Experience or willingness to learn how to engage in the learning process.
17. Ride the bus and help bus driver monitor behaviors.
18. Know, understand, and follow Lummi Early Learning Programs Policies, Head Start/ECEAP Performance Standards.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Have a CDA credential or a State-awarded certificate that meets or exceeds the requirements for a CDA credential **or**
- Be enrolled in a program that will lead to an CDA or associate to be completed within two years from the time of hire.
- 1 year experience in a classroom setting *Preferred*
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to work in an atmosphere of open communication and professionalism with all staff members.
- 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 tests 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.
- Must provide the 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 pass a Washington State DCYF background check.
- Must obtain food handler permit, first aid, and 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 physically 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.

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.