

# SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

**JOB TITLE:** CHILDCARE ASSISTANT  
**DEPARTMENT:** EDUCATION  
**SUPERVISOR:** EDUCATION DIRECTOR  
**STATUS:** NON-EXEMPT/HOURLY

## Summary

Under the supervision of the Education Director, this position will provide care for children enrolled in the Sauk-Suiattle Daycare Center. This position will actively support staff and child safety, promote student learning and engagement, and maintain open communication with families to encourage and support positive relationships and experiences.

## Essential Duties and Responsibilities

- Plan classroom activities which stimulate growth and learning in language, positive relationships, cultural diversity, social-emotional skills and motor skills.
- Arrange materials and gather supplies in advance for daily activities according to lesson plans. Maintain consistent, structured classroom routines and schedules.
- Maintains an attractive, well-kept classroom that encourages children to create, explore and make decisions with confidence.
- Complete professional documentation of children's daily activities and accomplishments for parents/guardians.
- Assist children with progressing toward their educational goals, and help children discover new interests by introducing them to hobbies such as art, music, sports, etc.
- Acknowledge and respond to all parents/guardians in a friendly, courteous and professional manner. Invite family input on children's development and care.
- Communicate and interact frequently, affectionately and respectfully with the children in your care and their families.
- Establish and maintain a relationship of cooperation and respect with your supervisor, coworkers, families and children in your care. Communicate directly and resolve conflicts that may arise quickly and professionally.
- Provides verbal recognition and acceptance to children while providing clear and consistent expectations for the children's behavior in a caring and compassionate manner.
- Encourage and model appropriate behavior and expectations. Be attentive, flexible and supportive of children and their families. Maintain the use of positive verbiage with children staff and family members at all times.
- Demonstrate sound judgment, time management, trustworthiness and personal responsibility.
- Supervise children, following all safety and health rules. Keep environment safe, clean, organized. Ensure children's safety at all times. Always maintain appropriate line of sight and proximity.

- Follow sanitization and disinfection procedures, performing these duties on a consistent basis.
- Assist with serving nutritious, timely meals and snacks to children.
- Set up cots and helping children get ready for nap time, promote rest.
- Encourage and support positive hygiene habits, change children's diapers at a minimum of every 2 hours and as often needed.
- Monitor the physical and mental health and safety of all children at all times.
- Model and ensure children are learning positive behaviors; provide support as needed.
- Keep records of physical incidents and behavioral concerns on appropriate forms, always maintain strict confidentiality of records.
- Attend all trainings, field trips, and staff meetings as directed.
- Prepare and maintain accurate records in accordance with state standards.
- Ability to develop working relationships and partnerships and work collaboratively with teams.
- Ability to manage confidential and sensitive information in a professional and ethical manner.
- Strong human relations skills and ability to work effectively within a culturally diverse community and work environment.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

- A Minimum of 6 months experience working with young children in a professional setting preferred. (i.e., childcare, school district or other early learning setting).

### **Certificates, Licenses, Registrations**

- Current Washington State Driver's License Required.
- Current Negative TB Test (must submit documentation).
- Adult & Children First Aid/CPR Certificate (or willing to obtain).
- Valid Food Handler's Permit (or willing to obtain upon hire).
- Blood Pathogen Training (or willing to obtain upon hire).
- 30 Hour STARS Basics Course (or willing to obtain upon hire).
- Mandated Reporter Training Certification (or willing to obtain within 6 months of hire).
- Merit registry number required within 6 months of hire.

### **Physical Demands/Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling, and significant fine

finger dexterity. Generally, the job requires 15% sitting, 35% walking, and 50% standing. The job is performed under some hazardous conditions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

The ideal candidate is someone who has experience working in a Daycare / Preschool and someone who genuinely enjoys working with children. This individual must be loving, caring, patient, have the ability to care for multiple children at one time, able to multitask, and is able to work in a fast-paced environment.

### **Culturally Sensitive**

All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

### **Drug Free Workplace**

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

### **Background Check**

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

*This job description does not constitute an employment agreement between SSIT and the employee and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.*

**NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES.**