

Sauk-Suiattle Indian Tribe | Job Description

JOB TITLE: ECEAP ASSISTANT TEACHER
DEPARTMENT: EDUCATION
SUPERVISOR: EDUCATION DIRECTOR
STATUS: NON-EXEMPT/HOURLY

Summary

This position is responsible for supporting the implementation of the educational curriculum that meets ECEAP Performance Standards and the daily operations of the preschool classroom. This position will support the Lead Teacher with preparing and executing daily activities and lesson plans, while incorporating student's home language and culture in activities of the classroom. This position works as a team with other members of the ECEAP Program to provide comprehensive services to enrolled children and their families.

Essential Duties and Responsibilities

- Help to provide a safe and healthy learning environment for all students.
- Assist the lead teacher with set-up, take down, sanitizing, and organization of the learning environment.
- Assist the lead teacher in planning and facilitation of individual and group activities to stimulate growth in language, social, and motor skills, such as learning to listen to instructions, playing with others, and using play equipment.
- Assist with mealtimes according to ECEAP Standards.
- Provide emotional support that is engaging, responsive, attentive, consistent, nurturing, supportive, and culturally sensitive to children.
- Assist with record keeping and attendance, meal counts, parent contacts, accidents and illness and emergency drills.
- Attend and remain up to date with essential meetings, training, and educational requirements (including any Personnel Development Plans.)
- Assist with the planning and facilitation of family events and parent education activities.
- Maintain confidentiality of program, staff, and student information.
- Model professional decorum and mutual respect in all personal interactions.
- Assist in the Childcare Program on non-ECEAP school days, and as needed.
- Other duties as assigned.

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

- H.S. Diploma or GED Required
- The equivalent of 12 college quarter credits in early childhood education or an Early Childhood Education Certificate required. **
- Experience working in an environment serving children is preferred.

** To meet ECEAP standards, if the best candidate for the position does not have the required higher education upon being hired, the staff person will be placed on a Professional Development Plan to fully meet the qualifications of their role within one year from the date of hire.

Background Check

Candidate must successfully pass a urinalysis as well as a DCYF Portable Background Check and WSP criminal background check.

Language Skills

Ability to communicate effectively both orally and in writing. Ability to juggle multiple tasks and the ability to maintain confidentiality, professionalism and ethical boundaries with families, staff, and volunteers. Strong written, verbal and interpersonal skills.

Time Management

Ability to manage time efficiently and demonstrate punctuality and reliability.

Certificates, Licenses, Registrations

- Current valid, unrestricted Washington State driver's license
- Adult & Children First Aid/CPR (or willing to obtain within 6 months of hire)
- Blood Pathogen training (or willing to obtain within 6 months of hire)
- Valid Food Handler's Permit (or willing to obtain within 1 month of hire)
- Current negative TB Test

Physical Demands/Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to lift 50 lbs. occasionally. Physically dexterity to work with small children, i.e. stooping, kneeling, crouching, reaching, grasping, standing, lifting, walking, climbing, and running quickly. Work will be performed in both inside and outside environments. The noise level in the work environment is usually moderate.

In accordance with WAC 110-300-0420, employees are prohibited from using, consuming, or being under the influence of cannabis in any form.

Culturally Sensitive

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

Duties

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

NATIVE AMERICAN AND VETERANS PREFERENCE APPLIES