

Sauk-Suiattle Indian Tribe

Job Description

JOB TITLE: CHILDCARE ASSISTANT
DEPARTMENT: EDUCATION
REPORTS TO: EDUCATION DIRECTOR
STATUS: 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 positive relationships and experiences.

Essential Duties and Responsibilities

1. Assists with setting up and taking down classrooms before class and at the end of the day depending on schedule.
2. Greet children and families during drop-off and pick-up times.
3. Rearrange materials and gather supplies and furniture for the daily activities according to lesson plans, as needed.
4. Follow sanitization and disinfection procedures, performing these duties on a consistent basis.
5. Assist with serving nutritious, timely meals and snacks to children.
6. Assists in setting up cots and helping children get ready for nap time, promote rest.
7. Support consistent daily routines.
8. Encourage and support positive hygiene habits, change children's diapers at a minimum of every 2 hours and as needed.
9. Help children develop habits of caring for own personal items and cleaning up after themselves.
10. Assists with planning activities which stimulate growth in language, cultural diversity, and motor skills (i.e. learning to follow instructions, positive interactions with others, and using play equipment.)
11. 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.
12. Supervise and interact with children in all areas of the classroom and on the playground. Always maintain appropriate line of sight and proximity.
13. Monitor the physical and mental health and safety of all children.
14. Ensure children are learning positive behaviors; provide support as needed.
15. Keep records of physical incidents on appropriate forms, maintain confidentiality of records.
16. Prepare children to enter the next level of care or for entry into school.
17. Attend all trainings, field trips, and staff meetings as directed.

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

High school diploma or GED Required.

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 1 month of hire)
- Valid Food Handler's Permit (or willing to obtain within 1 month of hire)
- Current Negative TB Test
- 30 Hour STARS Basics Course (or willing to complete within 90 days of hire)

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.

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.

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 VETERANS PREFERENCE APPLIES