

SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

JOB TITLE: LEAD CHILDCARE ASSISTANT
DEPARTMENT: EDUCATION
SUPERVISOR: EDUCATION DIRECTOR
STATUS: NON-EXEMPT, HOURLY

Summary

Under the supervision of the Education Director, this position will provide quality, professional, and safe care to the children of the Sauk-Suiattle Early Childhood Learning Center Daycare. In this position, you will also be required to supervise and train daycare staff, track and report on child progress, and ensure that the daycare classes remain safe and conducive to learning. Compassion, organization, approachability and the ability to work well under pressure are key to success in this position. The Lead Childcare Assistant must have a great love and patience for children with a keen interest in early childhood education. Able to demonstrate effective knowledge of best practice in child education methods, as well as the ability to promote social, emotional, and physical engagement daily to reach pre-school readiness for the toddler age children. The Lead Childcare Assistant will actively support, communicate, and collaborate with staff and families to encourage and support positive relationships and experiences for all children to achieve success.

Essential Duties and Responsibilities

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.

- Designing and implementing curriculum that provide age appropriate, basic and educational needs of children.
- Training, supervising, and mentoring teachers to ensure that they perform well.
- Adhering to appropriate legal and educational guidelines to maintain well-being of all children.
- Conducting child assessments to gauge students' progress.
- Documenting and reporting on students' process.
- Establish professional level rapport and communication during all interaction with families and children to ensure the child's needs are met.
- Engage Children with respect and affectionate interactions while providing appropriate supervision and safety of all children.
- Demonstrate patience and understanding while managing an array of challenging behaviors.
- Provide children with enriching experiences and opportunities to develop curiosity, creativity, decision-making, and problem-solving skills.
- Read stories, work with children using language development, participate actively in teaching through communication and planning curriculum.
- Cultivate an environment of curiosity and discovery base on children's interests

through modifications make to classroom's physical environment.

- Assist children with daily activities of living such as restroom use, diapering, hand washing, potty training, and etc.
- Assist with serving nutritious, timely meals and snack daily.
- Follow sanitization and disinfection procedures, performing these duties on a consistent basis.
- Supervise children, following safety and health rules.
- Keep environment safe, clean, and organized, and always ensure the safety of all children by maintaining appropriate line of sight and proximity of children.
- Demonstrate sound judgment, time management, trustworthiness, and personal responsibility.
- Establishing a daily routine and timely schedule of enriching activities allowing creativity, problem-solving, decision-making, and the development of learning through curiosity.
- Planning and implementing structured and non-structured activities throughout the daily routine.
- Detailed documentation of events or incidents.
- Evaluation and assessment skills.
- Extremely strong communication skills that are interactive and approachable.
- Ability to exercise sensitivity in dealing with individuals of diverse socio-economic backgrounds, cognitive and physical abilities as well as with individuals of diverse cultural ethnic backgrounds.
- Perform CPR and provide First Aid as needed.
- Attend Professional Development requirements as assigned by supervisor.
- 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.

Education and/or Experience

- Associate's or bachelor's degree in early childhood education.
- Child Development Associate Certificate preferred.
- Prior experience planning and developing curriculum for children ages 1 year old to school age.
- Prior experience teaching children under the age of 5.
- Excellent organizational and interpersonal skills.
- Strong leadership and mentoring skills.

Certificates, Licenses, Registrations

- Current unrestricted Washington State Driver's License.
- CPR and Blood Pathogen Training Certification within 30 days of employment.
- Valid Food Handler's Permit within 30 days of employment.
- Current negative TB Test.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Language Skills

- Excellent communication skills while maintaining confidentiality, professionalism and ethical boundaries.
- Strong written, verbal, and interpersonal skills.

Time Management

Ability to manage time efficiently and demonstrate punctuality, and reliability with excellent ability to organize and meet deadlines.

Computer Skills

To perform this job successfully, an individual should have experience using all Microsoft Suite programs.

Physical Demands/Work Environment

Working with children, the Lead Childcare Assistant must have the ability to walk or run quickly, crawl, kneel or sit on small chairs, and lift and/or carry a child weighing 20 to 70 pounds. The Lead Childcare Assistant is typically exposed to standard infectious diseases and to a variety of weather conditions during outside activities. The Lead Childcare Assistant may need to deal with distraught children. They may also be exposed to high noise levels and changing priorities with frequent interruptions.

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.

Culturally Sensitive

This Employee 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 and random drug screens.

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

NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES.

This 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.