

SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

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

Summary

This position will provide quality, professional, and safe care to the children of the Sauk-Suiattle Early Childhood Learning Center. 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.
- 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.
- 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

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

Certificates, Licenses, Registrations

- Current valid, unrestricted 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.

Mathematical Skills

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

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. Excellent ability to organize and meet deadlines.

Computer Skills

To perform this job successfully, an individual should have experience using Word Processing software, Spreadsheet Software and Databases.

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.