

Sauk-Suiattle Indian Tribe

Job Description

Job Title: Early Childhood Teacher (On Call)
Department: Education
Reports To: Education Director
Status: Hourly (On Call)
Approved By: Robert Morlock, HR
Approved Date: 1/19/2016

Summary: Instructs children in activities designed to promote social, physical, and intellectual growth needed in early learning by performing the following duties. Support Lushootseed Language and Sauk Suiattle cultural learning.

Essential Duties and Responsibilities

1. Set up room before class, and clean up classroom at the end of the day. If needed rearranging materials and gathering supplies and furniture for the daily activities according to lesson plans as needed.
2. Plan individual and group activities to stimulate growth in language, social including cultural diversity, and motor skills, such as learning to listen to instructions, playing with others, and using play equipment. Develop and implement emotional coaching techniques.
3. Instruct children in practices of personal cleanliness and self care.
4. Observing, recording and evaluating each child's growth and development for the purpose of planning activities to meet the individual needs.
5. Supervise children within different areas of the classroom and on the playground.
6. Maintain confidentiality of records.
7. Type, file, and make computer entries as necessary.
8. Conducts home visits and parent conferences.
9. Attend parent meetings and in-service training.
10. Assist with serving family style meals and snacks to children and regulate rest periods.
11. Assist children in eating, resting, and toileting.
12. Assists in setting up cots and helping children get ready for nap time.
13. Help children develop habits of caring for own clothing and picking up and putting away toys and books.
14. Address any concerns or special needs that a child may have.
15. Prepares correspondences as required.
16. Attend all field trips as directed.
17. Attend all trainings as directed.
18. Attends all staff meetings as directed.
19. Attends all parent meetings as directed.
20. Other duties as assigned.

Supervisory Responsibilities

This is not a supervisory position.

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 is Required
- Child Development Associates (CDA) or the equivalent of 30 college quarter credits in early childhood education Required
- Associate Degree Preferred

“If the best candidate for the position is not fully qualified, the tribe (contractor) must ensure the newly hired staff person is on a Professional Development Plan to fully meet the qualifications of their role within five years from the date of hire.”

Skills/Experience

- Required to have good communication skills, this includes verbal, written and listening.
- Needs to have classroom experience
- It is fundamental that one has the ability to work with a group of 8 or more children
- Must be a person of good character
- Required to be able to multitask on a daily basis
- Needs to be able to assess the departments needs and carry out tasks with little or no supervision
- Attend mandatory training as required by the department or the Tribe
- Patience to work with upset, angry, frustrated, emotional, children, adults and families.

Certificates, Licenses, Registrations

- Must be able to pass all background screening for employment
- Current Washington State Driver's License
- Washington State Commercial Drivers License

- Valid Food Handlers Permit
- Adult and Child First Aid/CPR
- Blood Borne Pathogen Training
- 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.

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