

# Sauk-Suiattle Indian Tribe

## Job Description

Job Title: Early Childhood Program Teacher  
Department: Education  
Reports To: Education Director  
Status: Hourly  
Prepared Date: 11/20/2017

**Summary:** Performs any combination of following tasks in one or both early childhood program classrooms to promote nurturing and educational programs for our students by performing the following duties:

### Essential Duties and Responsibilities

Teaching curriculum as provided, including teaching educational units toward state standards for students' age levels.

Assisting in curriculum development, including taking on assigned sections of curriculum to develop as part of the teaching team.

Take the lead in a subject matter for lesson prep and support others on the teaching team.

Be a team player.

Facilitate/ lead small group or circle activities for students.

Coach students in appropriate classroom behavior over extended hours, in including personal cleanliness, at meal time, at nap time and interactions with other students and staff. Model appropriate behavior.

Engage with students in order to assess their preparedness to learn and their emotional wellbeing.

Be a positive and supportive partner to children and their families, and resource for families.

Compassion and patience along with strategies for working with emotionally upset or behaviorally challenged children, and their families.

Provide parents assistance as needed in their routine use of the electronic billing system. Promote participation with our electronic billing system among parents.

Maintain and update children's files, maintain confidentiality, assist or perform other clerical tasks, answer phone, make computer entries, , as requested.

Provide reports or other assistance in grant reporting as requested.

Understand and be able to fill out the program's forms, including for reporting an incident, an injury or a sickness in timely manner.

Sit with children at meal time in order to model a family-style meal.

Responsible for cleanup of childcare room at the end of shift.

Assist in potty training and diaper changes for students, as needed.

Take a leading role in field trips and other student outings.

Attend trainings as requested.

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 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 at times 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**