



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

ECE ON-CALL AIDE

POSITION TITLE: ECE ON-CALL AIDE

SUPERVISOR: CHILDCARE COORDINATOR/ECE PROGRAM MANAGER

SALARY \$10.00 HOURLY Working hours not guaranteed on-call status

NATURE OF WORK: The ECE on-call aid, under the supervision of the child care coordinator/ECE Program Manager, shall provide for successful, safe, and supervised educational setting for children while they are in the **Head Start/or child care** environment (classroom, outdoor play, and field trips). Assist with planned weekly activities for class and individual students.

REPRESENTATIVE JOB DUTIES:

1. Assist the ECE program with daily, weekly and monthly planning and supervision of children in individual, small and large groups.
2. **Must be willing to work during funeral closures**
3. Modeling appropriate behavior: using developmentally appropriate communications skills.
4. Adhere to all Head start/Child care policies and procedures
5. Must be able to communicate effectively with parents, verbally and in writing on a regular basis concerning child's activities; respond to concerns of parent; communicate necessary information to child Care Coordinator.
6. Must be able to administer first aid and handle emergencies as they arise
7. Assist Teacher in record keeping: child observations, screening, file work, and copying;
8. Assist with supervision of children during mealtimes, on the playground, at field trips, classroom and all other ECE program related activities;
9. Assist in providing small group activities with children;
10. Assist with classroom clean-up duties, light janitorial as assigned;
11. Assist with meal set-up and clean-up;
12. Assist with all activities involving classroom and family activities;
13. Must change diapers as needed
14. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. GED or High School Diploma required
2. Must be able to work well with preschool age children and families.
3. Ability to plan and carry out program activities.
4. Must submit to an initial physical exam and TB test before employment.
5. Must pass a pre-employment screening, including UA and Fingerprinting
6. CPR and First Aid Card required before employment.
7. Hepatitis B series shots required before employment.
8. Must have Food Handler's Card

Behavior standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

APPLICATION INSTRUCTIONS

1. Application filled in completely (Do not write see resume)
2. Cover letter identify why you feel you are qualified for this position
3. Current resume and three work related references

JOB DESCRIPTION APPROVAL:

CEO: _____

Date: _____

Employee: _____

Date: _____