JOB DESCRIPTION

POSITION TITLE: CHILD CARE ASSISTANT TEACHER

SUPERVISOR: CHILD CARE MANAGER AND ECE PROGRAM DIRECTOR

SALARY: $14.29 HOURLY 1 FTE

NATURE OF WORK: As a Child Care Assistant Teacher, you will work with and assist staff, families, and visitors on developing and providing a safe, supportive, and educational environment for children while in attendance at the Skokomish Child Care.

REPRESENTATIVE JOB DUTIES:
1. Must assist with daily, weekly, and monthly classroom planning.
2. Must assist with record keeping: child observations, developmental screening, file work, and copying as needed or required.
3. Are required to attend and participate in all mandatory staff meetings to ensure effective communication across the program and to assist with the integration and implementation of all services to children and families.
4. Are required to attend and participate in all mandatory Child Care training, including but not limited to, annual training hours minimums.
5. Assist with supporting and supervising children during mealtimes, on the playground, on field trips, in the classroom, and during all other Child Care activities while children are receiving care at the ECE Center.
6. Must assist with the facilitation of and providing support for children, staff, and visitors during all Child Care activities.
7. Must assist with classroom clean-up and sanitizing duties, light janitorial work, and the changing of soiled diapers, pull-ups, and clothing as needed.
8. Must adhere to all Skokomish Child Care and Skokomish Indian Tribe policies and procedures.
9. Must implement strategies, tools, policies and procedures, data, monitoring and reporting as identified in the CCDF Grant by Washington Early Achievers and as applicable to program operations.

MINIMUM QUALIFICATIONS:
1. Must be at least 18 years or older.
2. Must have a G.E.D. or high school equivalency.
3. Ability to lift at least 40 pounds.
4. Candidate must have a valid driver’s license and be eligible for the Tribe’s automobile insurance.
5. Must be able to work in a team environment and communicate well with parents, staff, and community.
6. Must successfully complete a pre-employment drug screen test, and a complete fingerprint background investigation, including relevant criminal history, prior to employment.
7. Must obtain CPR training and First Aid card within 30-days of hire.
8. Must obtain Food Handlers Permit within 30-days of hire.
9. Hepatitis B vaccination required before hire.
9. Must be able to work well with young children and their families, community members, and staff members.

**DESIRED QUALIFICATIONS:**
1. Completion of the DCYF Child Care Basics training or equivalent course work to satisfy health and safety requirements for employees working in a center-based care centers.
2. Early Childhood Education Certificate or more advanced certificate or degree related to early childhood.
3. Value conscientious work practices, which include but are not limited to, punctuality and good attendance.
4. Have a positive, loving, and caring attitude, towards children.

**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**

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

**NOTE:** Resumes and Cover Letters are only accepted in support of the application

**JOB DESCRIPTION APPROVAL:**

CEO: ___________________________ Date: _______________

Employee: ___________________________ Date: _______________