

**Lummi Early Learning Programs**

**2645 Kwina Rd, Bellingham WA 98226**

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* **$500** Recruitment stipend after successful completion of 90 days
* **$900** retention stipend after consecutive and successful 6 mos. of employment
* Health benefits effective first of the month following 90 days

**Job Title:** EHS Teacher Aide (TA)

**Department:** Early Learning **Division:** Education

**Supervisor:** Education Coordinator **Location:** Early Learning

**Status:** Full-Time (Reg. 12 month) **Shift:** Day, Hours as assigned

**Salary:** $16.50 - $18.48 DOE Experience/Education **Exempt:** No

**Job Summary:** Under the supervision of the Education Coordinator and in partnership with the Lead Teacher this position will be responsible for supervision and teaching of and interacting with students. TA will supervise, teach and interact with children in the classroom, on the playground, and during field trips. TA will plan activities when requested y lead teacher, prepare materials, set up the classroom and/or clean up after the children depart and have bus monitor duties. Work schedule is an 8-hour shift between 7:30 a.m.-5:00 p.m. daily, as assigned, and up to one evening shift of work per month. The TA will be assigned to a daycare, ECEAP, Head Start, or Early Head Start classroom. This position is contingent on continuing grant funding.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

**Classroom Responsibilities:**

1. Supervise up to 20 students with at least one other employee, always maintaining a ratio of one adult to 10 students.
2. Prepare for daily activities as directed by Lead Teacher on Fridays for the following week.
3. Plan and implement lessons under the guidance of the lead teacher.
4. Set up and maintain order in the large and small motor areas.
5. Clean and disinfect toys, tables, countertops, and other play surfaces, sink and bathrooms daily and as needed. Sweep and mop floors, and vacuum carpet every day and as needed. Will maintain a high degree of cleanliness in the environment. Once a week or as needed, conduct a thorough cleaning of all play and work areas including use of the dishwasher to sanitize small manipulative. Fill out Cleaning Log as directed by Lead Teacher.
6. Role model to children appropriate behavior and offer guidance, assisting in resolving conflicts and instructing in age-appropriate behavior within the guidelines of our program curriculums.
7. Interact with children in ways that encourage language opportunities such as asking open-ended questions, reading, labeling their artwork, and participating in their dramatic play.
8. Be responsible for always maintaining safety and order among children.
9. Set up classroom, take down chairs, prepare daily educational activities, wipe down tables and sink, vacuum, and check supplies (toilet paper, paper towels, soap, etc.).
10. Works with bus drivers in monitoring children during bus rides to and from the center and field trips, and on and off school bus; and to check that safety belts are fastened.
11. Supervise, teach, interact, guide, assist and observe children during all aspect of the daily schedule.
12. Will interact and teach children during center, large group, Lummi Language, small group, mealtime, and outside time. Sit on the circle time rug during circle time to assist children with difficulties.
13. Will be consistently assessing children, document concerns and report to lead teacher.
14. Do Home Visits and Conferences as needed.
15. Be aware of any children having allergies or health issues.
16. Follow health and safety policy and procedures.
17. Make sure first aid kit and backpack have all the needed supplies as needed. Inventory weekly.
18. Replace first aid kit and classroom supplies as needed.
19. Be able to stand, walk, sit, twist, end/stoop, squat/kneel, crawl, move quickly, and reach on a daily.
20. Be able to frequently lift and/or move up to 50 lbs.
21. Specific vision abilities required by this job include close vision and distance vision with or without corrective lenses, as well as peripheral vision and depth perception.
22. Attend and actively participate in Head Start trainings.
23. Assist the children with tooth brushing.
24. Observe and report individual children’s significant behavior, injuries, and incidents using the Incident or Accident Report forms.
25. Attend Lummi Language classes ad use Lummi Language in the classroom.
26. Assist Lead Teacher with attendance, meal counts, planning, screenings, observations, and benchmarks as requested by the Lead Teacher.
27. Work with individual children who experience difficulties in a group.
28. Change diapers following diapering procedures. Clean diaper table after changing diaper using a three-step procedure with soap, water, and bleach solution. Document diaper changes on the Diaper Log.
29. Have all students being dropped off/picked up be signed in/out by a parent or a person designated by a parent on the Emergency Consent Form. Only release students to people designated on the Emergency and Consent Form. Require a photo ID for anyone that is unfamiliar to you.
30. Always be present in your assigned classroom. Communicate with the Lead Teacher regarding your whereabouts and breaks.

**Mealtime Responsibilities:**

1. Encourage good personal hygiene role model hand washing and brushing teeth.
2. Set tables with students; teach children how to set tales for snack and mealtime.
3. Teach children how to serve themselves. Students will use ladles, prongs, spoons, and butter knives and pour milk, water and juice.
4. Encourage children to take appropriate portions during mealtime (seconds are usually available).
5. Call kitchen staff to refill food containers and/or get more milk.
6. Accompany children to the bathroom; also, during lunch children need to be accompanied Assist children with self-help skills. Help children clean up their plates after meal and shack time (scraping plates, emptying glasses, stacking dishes and pushing chairs in).
7. Encourage students to try new foods use mealtime and new foods as an opportunity to teach children about nutrition.
8. Clean tables before and after meals using a three-step procedure with soap, water, and bleach solution. Dump all food before returning cart to kitchen.
9. Check for safety hazards, always be watchful for food or spills on the floor that can be a hazard and clean up immediately.
10. Be aware of specific food allergies and health issues. Children with food allergies will have a doctor’s order ad it will be posted in the kitchen and the classroom. Check meals served to children with food allergies to ensure the cook has prepared appropriate food.
11. Sit with children during meals ad actively engage them in conversation.

**Outdoor Learning Environment Responsibilities:**

1. Check for safety hazards, such as, garbage, dogs, big sticks, open gates, damage to fence, unsafe vegetation, in play area and holes.
2. Helmets - children riding bikes must wear a helmet that has been fitted on them.
3. Check straps, and helmet for any damage. Damaged helmets must be removed from play area until repaired.
4. Complete Equipment Maintenance Notice to inform Maintenance person when playground and/or playground equipment needs repair.
5. Tricycles to be put away every day. Check for damage and report to maintenance.
6. Participate in organized daily playground activity plan activities that include both gross and fine motors.
7. First Air Kit: Make sure kit is taken on playground and be aware of who has it should you need it in an emergency.
8. Keep emergency phone contacts updated.
9. Willing to attend training, workshops, conferences or classes. Some training may occur after hours and may require being away for more than one day. They may last longer than a normal workday.
10. Will meet with office staff, lead teacher and other appropriate professionals once a month or as needed to staff children of concern. Will attend weekly staff meetings.
11. Supervise children actively during outdoor time, constantly monitoring and interacting with students.

**OTHER:**

1. Work evenings up to once a month as needed for Family Fun Night or other evening activities.
2. Prepare, cooks and serves school meals, snacks or side items as needed.
3. Washing dishes with commercial dish washer as needed.
4. Building-wide janitorial duties as needed.
5. Fill-in as necessary in Early Head Start, Head Start, Daycare, or ECEAP.
6. Follow LIBC and Early Learning Program policies, including cell phone use, attendance and punctuality, visitors, food and beverages in classrooms, chain of command, personal appearance and dress attire, confidentiality, and social media.
7. Maintain excellent attendance and punctuality. Call in 15 minutes before your shift start time if you will be late or absent.
8. Be familiar with licensing and/or performance standards for your program.
9. Breaks are to be taken before or after class time.
10. Be respectful when communicating interacting with your coworkers, supervisor, and families.
11. Completes other duties as assigned.

**MINIMUM QUALIFICATIONS:**

* High School Diploma/GED
* Minimum experience in a preschool classroom-based setting: 3 months.
* Must be willing to complete Child Development Associates credential within 1 year
* Must possess and maintain a valid WA Driver’s license

**KNOWLEDGE, ABILITIES AND SKILLS:**

* Some Early Childhood Education (ECE) college classes preferred
* Ability to work in a Native American community
* Ability to maintain health and safety standards
* Ability to work in an atmosphere of open communication with all staff members
* Willing and able to interact with children at their level (i.e., sitting on the floor)
* Willing to work as a team member building positive relationships with co-workers and community partners

**REQUIREMENTS:**

* Must pass pre-employment and random drug and alcohol test to be eligible or and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy
* This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check and a Department of Early Learning background check
* Must attend mandatory reporting and CPR training
* Must adhere to the Confidentiality Policy and statement must be signed
* Must be culturally sensitive
* Must obtain TB Test, Immunizations current (Hepatitis B series, Tetanus, Etc.)
* Must pass an initial health examination and pass a re-examination every two years
* Must take fire extinguisher training annually
* Must be a solution-seeking employee
* Must enjoy working with young children and families
* Must be willing to attend training, workshops, conferences or classes. Some training may occur after hours and may require being away or more than one day. They may last longer than a normal workday
* Must adhere to the Confidentiality Policy and statement must be signed
* Must keep personal training file updated demonstrating pursuit of professional development
* Maintain current certifications with food handler’s permit CPR, HIV Training and First Air
* Be able to provide appropriate documents to prove eligibility to work in U.S. (via I-9 form)
* Be able to stand, walk, sit, twist, end/stoop, squat/kneel, crawl, move quickly, and reach on a daily
* Be able to frequently life and/or move up to 50 lbs.
* Specific vision abilities required by this job include close vision and distance vision with or without corrective lenses, as well as peripheral vision and depth perception
* Must finish CDA within two years of hire
* Pass a Department of Early Learning background check
* Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date