



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources

11373 Moorage Way

La Conner, WA 98257

Phone (360)466-7347 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	

JOB DESCRIPTION

Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: ECEAP ASSISTANT TEACHER

DEPARTMENT: EDUCATION

SUPERVISED BY: SWEEC DIRECTOR

POSITION SUMMARY

Under the direction and supervision of the ECEAP Director or designee. This position will develop and implement a daily classroom program in accordance with ECEAP standards and the service delivery plan. This position will instruct, teach and asses all students in the ECEAP program. This applicant will promote a high quality education program for the Swinomish Indian Tribal Community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The ECEAP Assistant Teacher collaborates with the ECEAP Lead Teacher in Planning and implementation of daily classroom programs for preschool children.
- Follow direction from Lead teacher and assume the lead teacher position if the lead teacher is absent.
- Communicate effectively with children and families on a daily basis.
- Attend all mandatory ECEAP trainings.
- Because of the Tribes commitment to community service and the wellbeing of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

MINIMUM QUALIFICATIONS

- Initial or higher Washington State Early Childhood Education Certificate, or the equivalent of 12 college credits in Early Childhood Education
- Must enjoy working with children and the local community while representing the Swinomish Indian Tribal Community
- Must have excellent communication skills, both verbal and written.
- Must have excellent organizational skills.
- Must have strong team building skills
- Must be flexible and demonstrate a willingness to develop and expand skills.
- Must be flexible and willing to follow directions from administration.
- Must be computer literate.
- Must be able to engage and work respectfully with people from diverse backgrounds as well as fellow employees of SITC.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Cultural sensitivity and cultural practices specific to the Swinomish Indian Tribal Community.
- An interest in serving Native American people and families.
- Ability to communicate well and organize work efficiently with all other staff and children
- Excellent oral and written communication skills.
- Experience in established effective working relationships with diverse groups and individuals.
- Certification required: child/adult CPR/First Aid; Blood Borne Pathogens (BBP); Food handler card; Portable Background Check (PBC); Child Abuse and Neglect (CAN); Safe Sleep; TB test

WORK ENVIRONMENT AND TIME COMMITMENT:

1. Work schedule is 40 hours per week.
2. Tasks are performed inside and outside.
3. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing and walking.
4. Will be asked to work occasional evenings for program activities with families.
5. Demonstrates the ability to work as a team and shows enthusiasm for working with children.

PHYSICAL DEMANDS

Tasks that involve possible exposure blood, bodily fluids and tissues. Possible exposure to communicable diseases. Periods of standing, sitting, crouching, stooping, getting up and down frequently, reaching and occasionally lifting and moving up to 50 lbs.

EMPLOYMENT CONDITIONS:

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of ECEAP Assistant Teacher is considered to be an Exempt “standard Hours” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on a criminal background check.

Employee: _____

Supervisor: _____