



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?	
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Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	
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JOB DESCRIPTION

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

JOB TITLE: ECEAP LEAD TEACHER

DEPARTMENT: EDUCATION

SUPERVISED BY: SWEEC DIRECTOR

POSITION SUMMARY

The ECEAP Lead Teacher is responsible for the development of educational and culturally relevant lesson plans and activities in the classroom, the guidance of teacher assistants, and the monitoring of children's developmental milestones. The Lead teacher has a regular connection with parents and serves as an educational resource for Families. This applicant will promote a high quality education program for the Swinomish Indian Tribal Community. The program includes: Early learning preschool, Family Support, parent engagement and child health coordination and nutrition.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The ECEAP Lead Teacher collaborates with the Assistant Teachers in planning and implementation of daily classroom programs for preschool children.
- Implement education that is responsive to children's needs and interests using the required curriculum planning tool. Provide emotional support that is engaging, responsive, attentive, consistent, supportive and culturally sensitive to children.
- Build positive and effective relationships with families, interact and communicate with families regularly.
- Communicate effectively with children and families on a daily basis.
- Maintain confidentiality of program, staff and family related information at all times.
- Attend and remain up to date on all essential and 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.

Revised 20190930

Approved by Personnel 20190930

MINIMUM QUALIFICATIONS

- An Associate or higher degree with the equivalent of 30 college credits in the following area(s) of study: Early childhood education and child development.
- Experience teaching preschool age children (3-5 years), experience in ECEAP preferred.
- Must have strong team building skills.
- Knowledge and understanding of child development, developmentally appropriate practices, observation and ongoing assessment, individually planning, special services, developing and maintaining a classroom environment/routines and classroom management.
- Must be able to engage and work respectfully with people from diverse backgrounds, as well as, fellow employees of SITC.
- Must have excellent communication skills, both verbal and written.
- 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.

If the best candidate for the position is not fully qualified, the new hire agrees to a Professional Development Plan to meet the requirements of the role. Progress will be monitored to ensure yearly progress to meet required qualifications.

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.
- Experience/ and/or knowledge of TS Gold Creative Curriculum.
- Certification required (ongoing): 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:

- Work schedule is 40 hours per week.
- Tasks are performed indoors and outside with a minimum of 1-3 sessions of playground and outside time throughout the day.
- Will be asked to work occasional evenings for program activities with families.
- 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 Lead 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: _____