

**SAMISH INDIAN NATION
POSITION DESCRIPTION**

Recruiting for a pool of applicants

- Position:** Child Care Teacher Assistant Substitute
- Supervisor:** Head Start Program Director
- Grade Level:** SIN Scale II (\$9.68 - \$12.97) FLSA Non-Exempt
- Duration:** Based on Available Funding, Temporary Part or Full-Time

This position is responsible for assisting the Longhouse Child Care team in the planning and providing high quality educational experiences for pre-school children in the center's educational program, in accordance with Child Care Licensing and Head Start Performance Standards. Recognizing parents as the primary educator of their children, the Assistant Teacher also assists in involving parents with all aspects of center planning and activity.

Principal Duties:

1. Assists in planning and implementing the daily program under the guidance and direction of the Team Teacher.
2. Is familiar with state Licensed Child Care regulations and supports the entire center in compliance with Head Start Performance Standards.
3. Assists in developmental screenings as appropriate.
4. Maintains an organized, healthy and safe learning environment for children.
5. Supports safe and orderly transportation of children, ensuring that proper seat restraints are used at all times the vehicle is moving.
6. Helps children engage in meaningful conversations one on one and with peers, become familiar with routines and develop age appropriate self-help skills.
7. Provides positive guidance to children and demonstrates clear limits and expectations according to developmentally appropriate practices.
8. Assists with center record keeping in compliance with the policies and procedures of the program.
9. Maintains confidentiality and exercises appropriate discretion.
10. Attend training as relevant to staff development plans, maintain current certification for First Aid, CPR, Food Handler's Permit, and comply with CPS reporting requirements for child abuse and neglect.
11. Other duties as assigned.

Minimum Requirements:

1. One year of experience in an early childhood program or childcare and Stars training.
2. Proof of TB test, clearance of criminal background check.
3. Able to carry forty pounds and sit in low level chairs without difficulty.
4. Able to communicate effectively both verbally and in writing.

Applicants must submit a standard application for employment, a current resume with cover letter, and reference list with current telephone numbers to.

**Samish Indian Nation
Attn: Teri Horton
P.O. Box 217
Anacortes, WA 98221**

To request an application packet contact us at:

www.samishtribe.nsn.us
Phone (360)-293-6404
FAX (360) 299-0790
thorton@samishtribe.nsn.us

Samish Indian Nation is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, religion, gender, age, national origin, marital status or ancestry. Samish and Indian preference will be applied to the selection for this position as defined in Title 25, US Code Section 473.

Please state your eligibility for Indian preference in your cover letter. Indian preference must be documented prior to interview or hiring. BIA Form 4432 or tribal enrollment ID may be submitted with the application if claiming Indian Preference.