



# Quileute Tribal Council

• OUILEUTE INDIAN TRIBE •

*Human Resources Department*

PO Box 279 La Push, WA 98350  
(360) 374-4367 Fax (360) 374-4368



## Quileute Tribal Day Care CHI CHO OTSK ATI “House of Children”

**Job Title:** Lead Teacher Child Care  
**Supervisor:** Child Care Director  
**Location:** La Push, WA  
**Salary:** DOQ/DOE  
**Closes:** Until filled

The person selected for this position will be responsible for the general supervision and management of a group of children in ages ranging from birth through twelve. The person selected for this position must be professionally prepared as a child care provider of young children, especially in the field of early childhood education or development and be able to meet the requirements of the licensing agency. This person must be sensitive and mature individual who is able to relate well to both children and adults.

### **Responsibilities**

Include but not limited to the following:

- Age appropriate planning, supervising, and implementing the program for the children.
- Gearing the program to the needs of individual children with concern for their interest, challenges, and individual learning styles.
- Helping the children become aware of their roles as integral members of a group.
- Be responsible for ordered arrangement, appearance, décor and the learning environment.
- Assist the director supervising the child care staff, ensuring the smooth cooperation of all activities.
- Assist the director in staff training activities, demonstrations and staff evaluations.
- Attend all staff meetings and also be responsible for one in-service staff meeting every four months.
- Other duties as assigned.

### **WAC (Washington Administrative Code) 170-297-1720**

- 1) Lead teachers may be employed to be in charge of a child or a group of children.
- 2) The lead teacher must have the understanding, ability, physical health, emotional stability and good judgment to meet the needs of children.
- 3) Lead teachers must:
  - a) Be eighteen years of age or older
  - b) Have on year experience of school age care
  - c) Have a TB test as required under WAC **170-297-1750**
  - d) Have a background clearance as required under chapter **170-06 WAC**
  - e) Have a current CPR and first aid certification as required under WAC **170-297-1825**
  - f) Have a high school diploma or equivalent
  - g) Complete 20 hours of STARS training within six months of assuming the position of lead teacher.

- h) Complete ongoing training hours as required under WAC **170-297-1800**.
  - i) Complete HIV/AIDS training and annual blood borne pathogens training as required under WAC 170-297-1850.
  - j) Have a food worker card, if applicable.
  - k) Attend an agency orientation as required under WAC **170-297-5800**.
- 4) Lead teachers are counted in the staff to child ratio.
- 5) When the site coordinator is off-site or unavailable, lead teachers may assume the duties of site coordinator when they meet the site coordinator minimum qualifications, may also serve as a child care staff when the role does not interfere with management and supervisory responsibilities.

**Tribal Day Care Qualifications**

- Current and retain a Washington State Driver’s License.
- Complete Hepatitis B series or acquire one if employed by the Tribe/have Hepatitis screening within thirty days.
- The ability to lift over 50 lbs. and be physically active.
- Proper physical agility and ability are recommended for this position such lifting children, and being able to participate and demonstrate physical activities for the children.
- Ability to pass a physical exam allowing that the person hired is free from communicable or contagious disease.
- Must pass a tribal background if applicable.
- Children learn by observing adults and others. Being a good role model is important. That is why smoking within 25 feet from the Tribal building and property and in view of children is not acceptable.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Office Assistant must have good work ethics and daily attendance is a must.

Must adhere to Personnel Policies and Drug and Alcohol Policies. All candidates for employment with the Quileute Tribe will be required to undergo drug screening prior to official selection for employment by the Quileute Tribal Council.

Interested parties send a QTC job application, resume and cover letter to the following address:

**HOW TO APPLY:**

Please submit a resume, cover letter and the Quileute Tribe application to the address listed below. Incomplete applications will not be considered.

Applications can be obtained at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

The Quileute Tribe  
 Ms. Gina Gonzales-Leva, HR Director  
 Department of Human Resources  
 P.O. Box 279  
 La Push, Washington 98350

Except as provided by the Indian Preference Act (Title 25, U.S. Code Sections 472 and 473), there will be no discrimination in selection because of race, color, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in a employee organization. If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant and other preference to Native American and Alaskan Native.