



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Head Start Teacher Assistant

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **HEAD START TEACHER ASSISTANT**
Supervisor: Education Manger/Lead Teacher
Location: Early Childhood Education Building
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

The classroom teacher assistant shall be obligated to provide assistance in adequate and integral learning experiences, which are appropriate to the individual needs, interests, abilities and readiness of the learners. Through these, the learners will demonstrate academic growth and progress in keeping with abilities and competencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Assist in Planning and implement learning experiences and activities to fit individual needs, interest, and abilities of the students through weekly individualized lesson plans
- Assist in data entry including recording daily attendance, meal counts, accident reports, anecdotal notes, and observations
- Assist teacher in developing and implementing weekly lesson plans
- Help to ensure classroom is clean, healthy, and safe
- Prepare art projects and instructional materials
- Assist children to and from bus
- Demonstrate positive interactions with children, staff, and families
- Support parent involvement in the classroom
- Assist lead teacher with all required documentation regarding screening, ongoing evaluations, and individualization
- Supervise classroom while teachers take their breaks
- Changing diapers and/or assisting toileting
- Complete other duties as assigned

SKILLS, KNOWLEDGE AND ABILITIES

- Must be reliable and prompt
- Ability to communicate effectively with parents and staff
- Must be able to maintain strict confidentiality
- Must be willing to attend trainings, staff meetings as requested
- Must be in good health, Yearly Physical required with Current Immunization
- Working knowledge and relationship with the community
- Able to follow all policies and procedures set forth by the Head Start Program and Tribal Council
- Current Food Handlers Permit, TB test, First Aid and CPR card

WORK ENVIRONMENT:

- Pre-school/Head Start and childcare setting, work with pre-school aged children

PHYSICAL DEMANDS:

- Must be able to lift 50lbs

SUPERVISORY RESPONSIBILITY:

- None

QUALIFICATIONS:

Required Qualifications:

- High school diploma or GED and CDA credential or willing to commit to training plan with stipulated employment that will lead to a bachelor's or associate's degree in child development/early childhood education/equivalent

GENERAL INFORMATION:

The statements contained herein reflect the 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.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

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

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