



Quileute Tribal Council
• QUILUTE INDIAN TRIBE •

Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Quileute Tribe Job Description

Teacher Assistant – Child Care

Position: **TEACHER ASSISTANT - CHILD CARE**
Supervisor: Administrative Supervisor
Location: Child Care Center
Work Info: 40Hrs/Wk; M-F
Salary: \$13.72-14.44, DOE/DOQ
Closes: **5/6/2021-5/20/2021 or open until filled**

RESPONSIBILITIES:

Teacher assistants may be employed to assist in program and curriculum under the direction of a lead teacher or program supervisor. Assistants who are eighteen years of age or older may have sole responsibility for a child or group of children for a brief period of time when there is a staff person on the premises who meets the lead teacher qualifications. Must work well with other staff and parents. Must assist with prepping classroom and preparing materials and supplies each day. Help with general housekeeping tasks. Maintain a professional attitude and follow Washington Administrative Code (WAC) guidelines at all times. Treat all children with dignity and respect. Attend all staff meetings and recommended training programs and conferences. Must be willing to work towards completion of lead teacher qualifications. Other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

In accordance with WAC 110-305-1730 an assistant teacher must have the following characteristics:

- The understanding, ability, physical health, emotional stability, good judgment and personality suited to meet the physical, intellectual, mental, emotional, and social needs of the children in care.
- Be authorized by Department of Children, Youth and Families (DCYF) to care for or have unsupervised access to children in child care under chapter 170-06 WAC.
- Be able to furnish the child in care with a healthy, safe, nurturing, respectful, supportive, and responsive environment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THE POSITION:

- High School Diploma or GED or meet educational and training requirements under WAC 110-305-1775 & 110-305-1800
- Complete a TB test as required under WAC 110-305-1750.
- Have background clearance as required under WAC 110-305-1200, including Tribal background, as applicable.
- Maintain a current first aid and CPR training as required under WAC 110-305-1825.
- Complete HIV/AIDS training and annual blood borne pathogens training as required under WAC 110-305-1850.
- Have a current food handler's card.
- Complete program orientation as required under WAC 110-305-5800.

- Be willing to complete lead teacher required training, including completion of 30 hours of Basic STARs hours within 3 months of hire under WAC 110-305-1775.
- Ability to lift over 50 pounds and be physically active.

SPECIAL CERTIFICATIONS REQUIRED:

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 Screen and reference check.

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.

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.

HOW TO APPLY: Please submit Quileute Tribe application to the address listed below. Incomplete applications will not be considered.

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

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