



Quileute Tribal Council

• OUILEUTE INDIAN TRIBE •

Personnel Department

PO Box 279 La Push, WA 98350

(360) 374-4366/4367/6561/2175 Fax (360) 374-4368



Job Title: Head Start Teacher Assistant
Supervision Received: Education Manager/Lead Teacher
Supervision oversight: Volunteers
Salary: DOE/Q
Opens: December 23, 2021
Closes: Open Until Filled

Primary job purpose and goal:

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.

Duties and Responsibilities:

- 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

Minimum Qualifications:

1. Must be reliable and prompt
2. Ability to communicate effectively with parents and staff
3. Must be able to maintain strict confidentiality
4. 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
5. Must be willing to attend trainings, staff meetings as requested
6. Must be in good health, Yearly Physical required with Current Immunization
7. Working knowledge and relationship with the community
8. Able to follow all policies and procedures set forth by the Head Start Program and Tribal Council

9. Current Food Handlers Permit, TB test, First Aid and CPR card
10. Must possess a valid Washington State Driver's License or obtain
11. Must pass criminal background check and drug screen
12. Must be able to lift to 50 lbs.

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. Individual must have good work ethics and daily attendance is a must.

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. Must adhere to Personnel Policies and Drug and Alcohol Policies.

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

Personnel Department
PO Box 279
La Push, WA 98350

Obtain a job application at www.quileutenation.org

If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant and other preference to Native Americans and Alaskan Natives, except as provided by the Indian Preference Act (title 25 U.S. code section 471 & 473). There will be no discrimination in selection due to race, color, creed, age, sex, nation origin, physical handicap, marital status, political membership or non-membership in an employee organization.