



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

Teacher Assistant – Child Care

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: **TEACHER ASSISTANT - CHILD CARE**
Supervisor: Administrative Supervisor
Location: Child Care Center
Work Info: 40Hrs/Wk. M-F
Salary: DOE/DOQ

POSITION SUMMARY:

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.
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- 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.

WORK ENVIRONMENT:

You will be working in a classroom and outdoors.

PHYSICAL DEMANDS:

- 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.

QUALIFICATIONS:

Required Qualifications:

- Current Washington State Driver's License or ability to obtain in 3 months.
- High school Diploma or GED, or ability to obtain in one year.
- Have a minimum of an ECE initial certificate or equivalent as approved and verified in the electric workforce registry by the department within five years of date.
- Complete TB as required.
- Maintain current first aid and CPR training as required.
- Current Food handler's card
- Complete HIV/AIDS training and annual blood borne pathogens training as required.
- Have background clearance as required under WAC110-06, including Tribal background, as 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 the view of children is not acceptable.

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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