



**Quileute Tribal Council**

• QUILEUTE 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

## Head Start Assistant Teacher

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

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

Via email: [hr@quileutenation.org](mailto: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 ASSISTANT TEACHER**  
Supervisor: Assistant Director of ECE  
Location: Early Childhood Education Building  
Work Info: Full Time: 40 Hrs/Week (M-F)  
Salary: \$17.00 to \$24.00 dependent upon qualifications

### **POSITION SUMMARY:**

The classroom teacher shall be obligated to assist the Lead teacher to provide 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 the Lead Teacher to plan and implement learning experiences and activities to fit individual needs, interest and abilities of the students through weekly individualized lesson plans.
- Display professional competence in teaching the basic curricular areas of the Quileute Head Start program and display a willingness to learn and lead in other learning and instructional program areas as needed.
- Helps Lead Teacher to maintain child records, attendance, and lesson plans.
- Assists Lead Teacher to maintain classroom, inventory and submits order list into purchasing system.
- Communicates with parents concerning child's progress, problems, and program events.
- Attends pre-arranged workshops and training pertaining to Head Start Program.
- Handles all records in a professional and confidential manner.
- Responsible to contact parents for absences on children in their classroom.
- Interact positively with all children assigned to their class.
- Assist parents along with the family/community partnership coordinator to fill out any necessary paperwork required by the Head Start program.
- Enter all data required for Child Plus
- Other duties as assigned.

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Must be reliable and prompt
- Must be able to maintain strict confidentiality
- Able to follow all policies and procedures set forth by the Head Start Program and Quileute Tribe
- Ability to communicate effectively with parents and staff

### **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:**

No

**QUALIFICATIONS:**

**Required Qualifications:**

- GED or HS Diploma
- Must be in good health, Yearly Physical required with Current Immunization
- Current Food Handlers Permit, TB test, First Aid and CPR card or be able to complete within the first 30 days of employment

**Preferred Qualifications:**

- 3 years of tribal experience in health, human services, education or related field
- CDA in Early Childhood Education; AA or BS in ECE

**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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