

TEMPORARY WITH BENEFITS

MAKAH TRIBE POSITION DESCRIPTION

JOB TITLE: Teacher (Child Care)

EXEMPT: No

TARGET SALARY: \$11.62 to \$13.67/DOQ

PROGRAM: Child Care

REPORTS TO: ECE Manager

JOB CODE: 4TS T4

SHIFT: Flex

LOCATION: ECE Bldg

SUMMARY: This position will serve as Teacher (Child Care) for children three months to twelve years of age in the Edie Hottowe Child Care Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Responsible for the safe and nurturing supervision of children while in child care.

Responsible for implementing and carrying out age appropriate lesson plans and schedules.

Maintain a safe, health and caring environment for children participating in the child care program. Encouraging a friendly, welcoming environment for families.

Conducts a variety of learning activities to teach and reinforce cognitive and motor skills. Instruct children in personal hygiene, eating habits, patience, self-expression, colors, shapes, language, and culture.

Uses a variety of instructional aids to encourage children to learn through a variety of stimuli through the seven intelligence's.

Responsible for serving of snacks that meets or exceeds USDA meal requirements, and feeding infants and small children. Required to sit at the table and eat with the children during every meal; family style.

Responsible for ensuring all daily paperwork is complete and turned in accordingly.

Required to maintain constant interaction with the children throughout the day.

Required to frequently change and check diapers and mark the appropriate chart.

Required to encourage and aid the children in toilet training upon parents request.

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QUALIFICATIONS REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High School diploma or general education degree (GED).

Washington State STARS Training Course or ability to obtain within 90-days for continued employment, and must have Child Development Associate (CDA) credentials or ability to obtain within one year for continued employment.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, and parents.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

Must have a current First Aid/CPR certification.

Infant/Child First Aid/CPR certification.

Washington State Food Handler's Permit.

HIV/Blood Bourne Pathogens Certification.

OTHER SKILLS AND ABILITIES:

Knowledge of teaching methods and techniques used in instructing preschool children.

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Ability to develop and maintain good working relationships with staff, parents and community members.

Must have good organizational skills.

Must maintain the utmost confidentiality in all work, files, pertaining to Head Start Children, their families, and all aspects of this position.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

SPECIAL REQUIREMENTS:

Must be 18 years old.

SKIN TESTS:

TB - All employees must have a negative tuberculin test upon employment and annually thereafter.

PHYSICAL DEMANDS:

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds.

Must be physically fit, willing, and able to be on the floor, crawl, walk, and run while interacting the children.

WORKING CONDITIONS:

The work environment is a normal school setting; the noise level ranges from quite to loud, but is usually moderate.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive

OPEN: April 17, 2017
CLOSE: April 28, 2017

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Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: Tabitha.herda@makah.com

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.