

# NORTHWEST INDIAN COLLEGE

**2522 Kwina Rd.**

Bellingham, WA 98226

Phone: (360) 676-2772

---

## JOB ANNOUNCEMENT

Lead Teacher

<b>OPENING DATE:</b>	February 17, 2009	<b>CLOSING DATE:</b>	Open Until Filled
<b>START DATE:</b>	2 weeks after acceptance	<b>FIRST REVIEW:</b>	February 27, 2009
<b>JOB TITLE:</b>	Lead Teacher	<b>LOCATION:</b>	Early Learning Center
<b>SALARY:</b>	Exempt DOE	<b>SUPERVISOR:</b>	ELC Director

---

## REPORTING RELATIONSHIP

Early Learning Center Director

## SCOPE OF WORK

Under general direction, regularly plan, present and evaluate education and recreational activities of children in NWIC's Early Learning Center. Provide parents with information on child's participation and growth. Assign, instruct and check the work of teacher assistants and have responsibility for the daily operations of the early childhood program. Maintain confidentiality. Assist the Director and Program Supervisor in performing duties as necessary and ensure that all curriculum requirements are met within assigned classroom.

## Job Duties:

1. Implements classroom learning and activity program to ensure that practices are varied and developmentally appropriate, while meeting Department of Early Learning (DEL) requirements
2. Develops, implements and evaluates programs for children, including but not limited to the following areas:
  - Social skills
  - Art, music, self-expression
  - Development of large and fine motor skills
  - Literacy, math and science concepts
  - Social and emotional competence
  - Health and safety
  - Positive self-image and group image
  - Community awareness, cultural diversity and relevance
  - Indoor and outdoor play
3. Based on assessed needs, plans child and adult directed activities in line with developmentally appropriate practices. Plans will be written and posted regularly.
4. Assumes responsibility for communicating with parents and sharing current information relating to individual children and their families as appropriate to other ELC staff.
5. Oversees general condition of physical environment; responsible for cleanliness and neatness of classroom and center including awareness of licensing regulations and follow-through of requirements.
6. Supervises the work of aides, work study students, volunteers and students in assigned classroom for observations and/or practicum in a manner that is supportive and sensitive to varying levels of experience and abilities.
7. Assumes responsibility for compliance with Washington State licensing regulations within assigned classroom in partnership with the Director.
8. Works with Director and Program Supervisor in planning and implementing monthly parent education meetings for enrolled parents.
9. Facilitates scheduling of substitutes for child care staff as needed.

## **MINIMUM QUALIFICATIONS**

- ❖ Indian Preference: Except as provided by the Indian Preference Act (Title 25, U. S. Code, Section 473), NWIC supports and provides equal opportunity educational and employment opportunities regardless of race, religion, national origin, age, sex, sexual preference or orientation, marital status, age, physical or mental disability, or status as a special disabled veteran or veteran of the Vietnam era.
- ❖ Have knowledge of child development as evidenced by professional reference, education, experience, and on-the-job performance
- ❖ Have good interpersonal communication skills in working with parents and staff
- ❖ Able to pass a background check as required by the Indian Child Welfare Act

## **PREFERRED QUALIFICATIONS**

- A current child development associate certificate (CDA) or approved combination of college quarter credits and department-approved clock hours in early childhood education or child development.
- Have at least two years experience working with children ages 1 month through 3 years.
- Meet the STARS requirement and be listed in the state training and registry system (STARS)
- Experience working in a tribal college setting/team environment.
- Emergency Preparedness training

## **APPLICATION PROCESS**

Interested individuals should submit the following application materials directly to the NWIC Personnel Office only. Internal applicants that want to apply are required to fill out an “NWIC Internal Mobility Application” and return to Human Resources. All internal candidates are given first consideration in the interview and selection process.

- 1) Complete an NWIC Application
- 2) Cover letter or letter of application
- 3) Current and complete professional resume
- 4) A placement file, or three letters of recommendation from college sources, employers, or individuals who have firsthand knowledge of your qualifications for the position (professional references)
- 5) Copies of transcripts required at application (originals required if hired)

Job Announcement and Job Application packets may be requested from and submitted directly to:

Northwest Indian College  
Director of Human Resources  
2522 Kwina Rd.  
Bellingham, WA 98226-9278  
Telephone: (360) 392-4230  
Fax: (360) 392-4290  
e-mail: mpolin@nwic.edu