JOB ANNOUNCEMENT

Early Learning Center Assistant Teacher – PT

OPENING DATE: March 21, 2016
REVIEW DATE: April 1, 2016
CLOSING DATE: Open until Filled
START DATE: As soon as possible
LOCATION: NWIC Main Campus
SUPERVISOR: Early Learning Center Director
SALARY: $11,457 - $11,993 Max. DOE

The salary placement upon hire will be based on the selected candidate’s education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

Indian Preference applies – except as provided by the Indian Preference Act (Title 25, U. S. Code, Section 473), NWIC supports and provides equal opportunity employment and educational opportunities, regardless of race, religion, national origin, age, sex, marital status, physical or mental disability or status as a special disabled veteran or veteran of the Vietnam era.

SCOPE OF WORK
Under general supervision of the Program Coordinator, the Assistant Teacher supports the Lead Teacher(s) in the planning, presentation and evaluation of education and recreational activities. At the Lead Teacher’s request or in his/her absence, the Assistant Teacher may assign, instruct and check the work of others and have responsibility for the daily operations of the early childhood program. Maintain confidentiality and hold responsibility for daily assigned classroom operations.

DUTIES & RESPONSIBILITIES
1. Collaborate and assist Lead Teacher with the development, implementation and evaluation of the program across all curriculum areas;
2. Assist in the oversight of general physical environment; including cleanliness and neatness of Center with attention to licensing regulations and follow-through of requirements;
3. Assume leadership in the absence of a Lead Teacher, communicating appropriately with parents to represent an inclusive, positive environment;
4. Maintain an orderly environment for the group;
5. Assist children with self-care activities. Change diapers as necessary;
6. Prepare and serve snacks;
7. Assist with Food Program, take point of service meal count;
8. Assist with daily classroom clean-up;
9. Observe and report individual children’s significant behavior and development using Teaching Strategies GOLD lesson planning tools;
10. Support individual children who experience difficulties in a group;
11. Be familiar with licensing regulations and individual’s responsibility for compliance;
12. Be sensitive to the child’s home culture and values; greet parents and children with warmth and sincerity and a non-judgmental manner;
13. Maintain confidentiality; and
14. Complete other duties as assigned.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS REQUIRED to perform this position successfully:
• Meet the STARS requirement and be listed in the state training and registry system (STARS)
• Complete 10 hours of annual STARS education each year; OR one 3-5 credit Early Childhood Education course at NWIC;
• Have at least three months of previous experience working with children age 1 month through 3 years; and
• Have knowledge of child development as evidenced by professional reference, education, experience, and on-the-job performance.

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.
• Experience working in a tribal college setting/team environment.

Other Qualifications:
• Must have a current driver’s license and driving abstract that meets employer qualifications for insurability
• Must be able to pass a Federal criminal background check as required by the Indian Child Welfare Act and the WA Department of Early Learning

Certificates, Licenses, Registrations:
• Current Infant, Toddler & Adult CPR and First Aid certification
• Valid food handler’s permit
• Documented negative TB test

Language Skills:
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

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 apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:**
To perform this job successfully, an individual should have knowledge of Word Processing software.

**Other Skills and Abilities:**
Have good interpersonal communication skills in working with parents and staff.

**APPLICATION PROCESS**
Interested individuals should submit all of the following application materials directly to the NWIC Human Resources office only.

1) NWIC Classified Application
2) NWIC Equal Employment Opportunity (EEO) Form
3) Cover letter or letter of application
4) Current and complete professional resume
5) Three letters of recommendation from college sources, employers, or individuals who have firsthand knowledge of your qualifications for the position (professional references)
6) Copies of transcripts required at application (originals required if hired)

A complete job announcement and application forms are available online at [www.nwic.edu/jobs](http://www.nwic.edu/jobs) or may be requested from and submitted directly to:

Northwest Indian College  
Director of Human Resources  
2522 Kwina Road  
Bellingham, WA  98226-9278  
Telephone/Fax: (360) 392-4230  
E-mail: employment@nwic.edu