

## **JOB ANNOUNCEMENT**

### **Early Learning Center On-Call Substitute**

**OPENING DATE:** October 9, 2017  
**REVIEW DATE:** October 23, 2017  
**CLOSING DATE:** Open until Filled  
**START DATE:** ASAP or 2 weeks after acceptance  
**LOCATION:** NWIC Main Campus  
**SALARY:** \$11.02/hr.

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.

*Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U. S. Code, Section 473. NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.*

### **SCOPE OF WORK**

Under general supervision of the Program Coordinator and the direct supervision of Lead Teachers, the On-Call Substitute supports the Lead and Assistant Teachers in the daily operation of classroom routines. On-Call staff may work with Lead or Assistant Teaching staff to provide care for children, ensure daily classroom routines are maintained, lead classroom activities, and perform any and all job duties of an Assistant Teacher. On-Call staff are counted in the classroom staff/child ratios and are expected to be punctual for scheduled shifts and present in their assigned classroom for the duration of their scheduled shift. On-Call staff maintain confidentiality at all times and hold responsibility for adhering to all ELC and NWIC policies.

### **DUTIES AND RESPONSIBILITIES**

- Communicate continuously with Lead Teachers regarding classroom needs, schedule, individual children's needs, and supervisor's expectations.
- Collaborate and assist Lead Teachers with the preparation and cleanup for planned activities.
- Assist in the oversight of general physical environment. Assist Lead Teachers in maintaining health and safety standards in classroom in accordance with licensing regulations.
- Support Lead Teachers by communicating appropriately with parents to represent an inclusive, positive environment.
- Follow all ELC Staff Policies regarding cell phone use, attendance and punctuality, scheduling, visitors, and personal food and beverages.
- Engage in active learning experiences with children. Play active games outside. Conduct conversations during meals. Conduct story time. Limit time spent talking with other adults.

- Assist children with self-care activities. Change diapers as necessary, following all posted procedures.
- Prepare and serve snacks in accordance with USDA Meal Program Standards. Maintain meal records.
- Assist with daily classroom clean-up including opening and closing duties as scheduled.
- Observe and report individual children's significant behavior and injuries using Incident & Injury Report.
- Support individual children who experience difficulties in a group.
- Become familiar with licensing regulations and individual's responsibility for compliance.
- Be sensitive to the child's home culture and values; greet parents and children with warmth and sincerity and a non-judgmental manner.
- Maintain confidentiality at all times. Ask Supervisors for guidance if necessary.
- Complete other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This position has no assigned supervisory responsibilities.

### **QUALIFICATIONS REQUIRED to perform this job successfully:**

#### **Minimum Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Required Certificates, Licenses, Registrations:**

- Must be at least 18 years of age.
- Meet the state training and registry system (STARS) requirement and be listed in the registry system.
- Pass a federal criminal background check through the Washington Department of Early Learning.
- Pass a documented negative TB test.
- Possess current Infant, Toddler & Adult CPR and First Aid certification.
- Possess a Food Handler's permit.

#### **Preferred Qualifications:**

- Complete 10 Hours of annual STARS education each year OR one 3-5 credit ECE course at NWIC.
- Have at least 6 months of experience working with children ages 1 month through 5 years.
- Have knowledge of child development as evidenced by professional reference, education, experience, and on-the-job performance.
- Experience working in a tribal early childhood setting/team environment.

## **APPLICATION PROCESS**

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of colleges transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The 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  
Human Resources  
2522 Kwina Road  
Bellingham, WA 98226-9278  
Telephone/Fax: (360) 392-4230  
Email: [employment@nwic.edu](mailto:employment@nwic.edu)