

JOB ANNOUNCEMENT

Early Learning Center Lead Teacher – F/T

OPENING DATE:	December 18, 2018
REVIEW DATE:	Extended to January 22, 2019
CLOSING DATE:	Open until filled
START DATE:	As soon as possible
LOCATION:	Main Campus
SALARY:	\$27,873 (\$15.98/hour)*

**The Early Learning Center is open when NWIC is in session.*

This position is scheduled to work 10.5 months of the year but it is paid over 12 months.

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 direction of Early Learning Center (ELC) management, regularly plan, present and evaluate education and recreational activities of children in NWIC's Early Learning Center. Provide parents with information on child's development and growth. Ensure classrooms and program practices meet and exceed all state and Tribal health and safety laws, codes and regulations at all times. Maintain strict confidentiality. Perform duties as assigned under the direction of ELC management and ensure that all curriculum requirements are met within assigned classroom.

DUTIES & RESPONSIBILITIES

1. Provide a safe environment to prevent and reduce injuries.
2. Promote good health and nutrition, and provide an environment that contributes to the prevention of illness. Make diaper changing, assistance with toileting and other self-care activities part of the daily learning process for children.
3. Use space, relationships, materials, and routines as resources for constructing an interesting, secure and enjoyable environment that encourages and fosters trust, play, exploration, interaction, and learning.
4. Use a variety of developmentally appropriate equipment, learning experiences, and teaching strategies to promote the physical development (large and small muscles) of all children.
5. Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate to the developmental levels of each child.
6. Actively communicate with children and provide opportunities and support for children to understand, acquire, and to use verbal and non-verbal means of communicating thoughts and feelings in both English and Lummi language.
7. Provide opportunities that encourage children to play with sound, rhythm, language, materials, space, and ideas in individual ways and to express their creativity.
8. Develop a warm, positive, supportive, and responsive relationship with each child, helping each child learn about and take pride in his or her cultural, family, and individual identities.
9. Foster children's abilities to include, communicate with, and care about one another, encouraging mutual respect among children and adults.
10. Provide a supportive environment that helps all children learn and grow, setting reasonable limits as needed to help children feel connected and able to manage their own behavior.

11. Support children's relationships with their families and establish a positive, responsive, cooperative relationship with each child's family, engaging in two-way communication with families, encouraging their involvement in the program.
12. Use observation, documentation, and planning to support children's development and learning and to ensure effective operation of the classroom. Be a competent, organized, communicative, and cooperative coworker.
13. Promote high-quality child care and take advantage of opportunities to improve knowledge and competence for your professional growth.
14. Assist other staff in preparing and serving meals to children.
15. Assist with USDA Food Program, take point of service meal count.
16. Set up classroom and clean up each day.
17. Serve children and families ethically and with integrity, maintaining confidentiality.
18. Participate in the community as a representative of early care and education.
19. Establish an environment that provides learning experiences to meet children's needs, abilities, and interests.
20. Observe and assess what children know and can do.
21. Plan and provide curriculum that meets children's developmental and learning needs.
22. Establish and maintain an environment that ensures children's safety, health, and nourishment.
23. Analyze and evaluate the environment for program improvement.
24. Complete other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises Assistant Teachers and volunteers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees, lesson planning, assigning and directing work, addressing complaints and resolving problems. 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.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

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, small group situations to coworkers, families, the College community, and the wider Lummi community.

Mathematical Skills:

Ability to add, subtract, multiply, and divide, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to compute child/staff ratios.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a many variables in complex situations.

Other Skills and Abilities:

Have good interpersonal communication skills in working with parents, children, and staff.

Physical Demands:

While performing the duties of this job, the employee is required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

QUALIFICATIONS to perform the position successfully:

Minimum Qualifications:

- Current Infant, Toddler and Adult CPR and First Aid certification
- Valid food handler's permit
- Documented negative TB test upon hire
- Pass a federal criminal background check through Washington Department of Early Learning

Preferred Qualifications:

- Associate's, Baccalaureate, or advanced degree, in Early Childhood Education (If a degree in early childhood education has not been completed, a professional development plan will be created upon hire with the Early Learning Center Manager and the NWIC Early Childhood Lead Faculty. Lead teachers will complete an AAS-T (Associate of Applied Science Transfer degree) in Early Childhood Education within 3 years); or
- Meet the STARS requirement and be listed in the state training and registry system (STARS/MERIT)
- Completed 30 Hours Basic STARS course (within 6 months of hire)
- Complete 10 Hours of annual STARS education each year OR one 3-5 credit ECE course at NWIC
- Have at least 1 year 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 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