

JOB ANNOUNCEMENT

Early Learning Center On-Call Substitute

OPENING DATE: February 20, 2019
REVIEW DATE: **March 29, 2019**
CLOSING DATE: Open until Filled
START DATE: ASAP or 2 weeks after acceptance
LOCATION: NWIC Main Campus
SALARY: \$12.00/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, the On-Call 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 On-Call may assign, instruct and check the work of others and have responsibility for the daily operations of the early childhood classroom. On-Call staff maintain confidentiality and hold responsibility for daily assigned classroom operations.

DUTIES AND 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. Ensure daily classroom schedule, Lesson Plan and activities are followed in the absence of the Lead Teacher;
5. Maintain an orderly environment for the group;
6. Assist children with self-care activities. Change diapers as necessary;
7. Prepare and serve snacks;
8. Assist with Food Program, take point of service meal count;
9. Assist with daily classroom clean-up;
10. Observe and report individual children's significant behavior and development;
11. Support individual children who experience difficulties in a group;
12. Be familiar with licensing regulations and individual's responsibility for compliance;
13. Be sensitive to the child's home culture and values; greet parents and children with warmth and sincerity and a non-judgmental manner;
14. Maintain confidentiality at all times;
15. 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 Education and/or Experience:

- Have at least 3 months documented experience working with children ages 1 month through 5 years;
- Be at least 18 years of age or older;
- Documented negative TB test;
- Completed High School education or equivalent;
- Complete STARS 30 Hours Basic Child Care training course within 6 months of hire;
- Pass federal criminal background check as required by the Washington Department of Early Learning and the Indian Child Welfare Act;
- Meet the STARS requirement and be listed in the state training and registry system (STARS);
- 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.

Preferred Certificates, Licenses, Registrations (May be completed upon hire):

- Current Infant, Toddler & Adult CPR and First Aid certification
- Valid food handler's permit
- Bloodborne Pathogen training certificate

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