

JOB DESCRIPTION

Position Title Center-Wide Assistant
Department Early Childhood Learning Center
Compensation DOE

2021.036

Summary of Duties and Responsibilities

The Center-Wide Assistant (CWA) provides classroom coverage and support to the classroom as needed. CWA reports to the classroom teacher for daily assignments and takes all direction in the classroom from the regular classroom staff and Education Coordinator. The CWA is to work cooperatively with the regular classroom staff and follow all daily classroom activities. The CWA must be available to work any 9 hour shift from 7:30 am to 5:30 pm depending on the needs of the program. When CWA is not needed to provide coverage in a classroom, they will assist with breaks and lunches, and then report to the Education Coordinator to assign administrative duties for that day.

- Provides classroom coverage in the absence of a regular classroom staff member or to supply extra coverage to work with specific children in a classroom
- Assists the classroom staff to maintain a classroom environment which includes positive guidance techniques that meets state and local licensing regulations, Head Start Program Performance Standards and ECLC's curriculum structure
- Takes direction from regular classroom staff as to any specific child development activities
- Provides supervision to children, read stories, supervises outdoor activities and assists in the transition of activities
- Completes reports and documents as directed by the regular classroom staff.
- Supports children's play
- Assists in the setup, supervising the children and clean-up of activities and meals with classroom staff
- Assists with field trips as required, including swimming lessons and gym
- Ensures all children are under appropriate supervision at all times.
- Maintains positive, ongoing communications with the classroom-teaching teams
- Follow all mandates of federal regulations, state and local licensing and the Ounces philosophy and curriculum
- Participate in recruitment efforts to help maintain full program enrollment
- Attend all required meetings and trainings
- Participate in home visits and Parent/Teacher Conferences as requested by the Teacher
- Help promote parent participation in the program
- Attend individual reflective supervision meetings
- Perform other duties as assigned within the scope of the job description

Required Skills/Abilities

- Ability to learn and implement Head Start Performance Standards

- Ability to learn and implement child development and early childhood principles and practices
- Ability to work as a cooperative and supportive team member
- Ability and willingness to work in a program located in a high-risk, low-income community
- Ability to remain abreast of ongoing developments in the child care field
- Ability to work as a cooperative and supportive team member
- Ability and willingness to work in a program located in a high-risk, low income community
- Ability to communicate and work with diverse staff, families and professionals
- Ability to exercise discretion in handling confidential information and materials

General

- Provides all children enrolled in the ECLC with a safe, nurturing, engaging, enjoyable and secure learning environment
- Maintains professionalism through effective actions supportive of the ECLC Vision, Mission and Philosophy and Code of Ethical Conduct
- Cooperates as a member of a team with all ECLC staff, volunteers and parents
- Maintains confidentiality of all program records and communication
- Attends a minimum of 15 hours of Early Childhood/Professional Development training opportunities per year, as well as all ECLC staff meetings and required functions
- Abides by all ECLC and Tribal policies and procedures
- Willing to take direction and learn new skills
- Be willing to work a flexible schedule, including some evening hours and occasionally weekend hours.
- Maintains current CPR/First Aid and Food Handler's certification
- Performs other duties as assigned to meet the child care licensing requirements, CCDF requirements and to promote the efficiency and effectiveness of the ECLC
- Communicates effectively with others, including giving and receiving feedback on the quality of services
- Assist with the recruitment of families for the ECLC and promote parent involvement in all aspects of the program
- Interacts, establishes, maintains, and coordinates ECLC program activities and planning in varying degrees with various resources in order to better serve the needs of ECLC families
- Other duties as assigned to promote the efficiency and effectiveness of the ECLC

Desired Qualifications

- Child Development Associate Credential OR equivalent with a minimum of 15 semester hours of credit in Early Childhood Development
- A minimum of six months experience in an early childhood program
- Working knowledge of Head Start and Early Head Start components and Performance Standards.
- Excellent oral and written communication skills
- Demonstrate ability to exercise good judgment under stressful situations
- Good organization skills and the ability to plan and follow through on projects

- Experience with child-centered, family-directed programs
- Two or more years' experience working with diverse families
- Demonstrate excellent attendance record and work ethic in prior positions
- Demonstrate excellent interpersonal and communications skills (oral and written)
- Ability to use word processing and database software on a personal computer at an intermediate or higher level
- Knowledge of the Coeur d'Alene language, culture and history to develop an understanding of the families ECLC serves

Minimum Qualifications

- High School diploma
- Must pass, at minimum, an in-depth background investigation prior to employment according to the following: §25 CFR 12 Part 32, §25 CFR 63 Part 17, and Public Law 101-647.
- Must support the Coeur d'Alene Tribe's: vision, mission, and core values per CdA Resolution 015(2020)
- Must have received full COVID19 vaccination at time of application – attach vaccination card.
- COVID19 booster is required according to the timeline established by the CDC – attach vaccination card.
- Comply with all other Health policies established by the Tribe or department, including the annual flu shot.
- Ability and willingness to pursue Child Development Associate credential and pursue higher education
- Ability to communicate well, and maintain positive working relationships with co-workers
- Must be self-directed and highly motivated
- Demonstrated ability to communicate effectively (orally and in writing) and use word processing, spreadsheet, and database software, as well as basic office machinery
- Ability or willingness to work consistently in a professional manner and be an effective problem solver, while exercising good judgement under stressful situations
- Ability and willingness to maintain an orderly work environment and learn good organization skills.
- Ability of willingness to obtain CPR/First Aid certification, Food Handlers certification, and other staff training as needed
- Demonstrated excellent attendance record and work ethic in prior positions (i.e., prompt, dependable, dedicated, etc.) and willingness to develop good ethics
- Possesses a good temperament, compassion, and a sense of humor
- Must have an initial pre-employment physical exam with TB screening/test, and an annual TB screening thereafter.
- Ability and willingness to learn the Coeur d'Alene language, culture and history to develop an understanding of the families ECLC serves
- Ability and willingness to follow directions, work as a team player, and to apply energies where needed with limited or no supervision
- Must maintain professional dress and a neat, clean appearance

- Shows progress or willing to improve skills for working on a team
- Willingness to work a flexible schedule, including occasional evening hours
- With prior work history, demonstrate excellent interpersonal skills, productivity and work habits, problem-solving and decision-making skills with high quality
- Ability and willingness to maintain absolute confidentiality of sensitive information

An applicant may be asked to participate in an interview to establish whether he/she meets the minimum qualifications. Interviews do not create a right to employment and provide no promise or guarantee of employment with the Tribe.

The Coeur d'Alene Tribe reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the Coeur d'Alene Tribe are subject to a 6-month orientation period.

To apply, **submit an ECLC Application, resume, COVID19 vaccination proof, and signed position description no later than 4:00 pm on the closing date to:** Human Resources Department, P.O. Box 408, Plummer, ID 83851. For more information, visit our website at www.cdatribe-nsn.gov or call 208-686-4068.

Sign below stating you have read the above job description and fully understand the qualifications, duties and responsibilities required of this position. Return signed job description with the application and your resume.

Applicant Signature

Date