

JOB DESCRIPTION

Position Title	Child Care Teacher	2021.039
Department	Early Childhood Learning Center	
Compensation	DOE	
Additional Note	Contracts funded. Renewal of contracts dependent upon continuation of funding.	

Primary Function

Provide a safe, nurturing environment that facilitates developmentally appropriate educational programming for children birth through five. Build strong relationships with children, families, and within the community to foster high quality child care services.

Responsibilities

- Assists/cooperates in the implementation of selected program schedules, routines and curriculum
- Assists with the planning of daily classroom operations, including lesson plans that provide a variety of experiences including: physical, social-emotional, language and cognitive development of each child
- Assists with the planning of activities, which are developmentally appropriate, with attention to the different needs, interests, developmental levels and cultural backgrounds of each individual child
- Preparing and evaluating the classroom environment, making changes as needed for the continued interest and development of the children.
- Assists with classroom clean-up, care and organization, toy sanitization and laundry
- Supports efforts to develop and maintain consistent, yet flexible individualized curriculum, utilizing parent input and participation, along with each family's Individual Family Service Plan
- Assists in the development of transition plans and helps children transition throughout the year, involving parents in the process
- Develops trusting, nonjudgmental, professional relationships with families that will support each family in their ability to nurture their children and attain their goals
- Assists with the training of parents and volunteers to feel comfortable in the classroom and to understand their role as a parent/volunteer
- Assists with the completion of developmental screenings and assessments according to specified timelines.
- Consults regularly with co-teacher for needed information, health/mental health issues of enrolled children or families and suggestions related to goals and activities
- Documents and reports program information according to deadlines as required by supervisor, including lesson plans, attendance/enrollment and meal counts, individual education plans, schedules and newsletter information
- Submits documents to proper person or files information according to deadlines
- Assists with the development of lesson plans two weeks prior to implementation based on developmental goals and behavioral objectives geared toward meeting individual and group needs
- Assists with center-wide inventory (classroom, storage, library, and common areas as needed)

- 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
- Performs other duties as assigned to meet the child care licensing requirements, CCDF requirements and to promote the efficiency and effectiveness of the ECLC
- Maintains current CPR/First Aid and Food Handler's certification
- 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

- High School diploma with one or more years of experience working with young children, and willingness to obtain Child Development Associate certificate (CDA)
- Must pass 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.
- Experience working with diverse communities
- Must have an initial pre-employment physical exam, and an annual TB screening/test thereafter.
- Complete the Idaho STARS training and registration within six months of employment
- Ability and willingness to maintain absolute confidentiality of sensitive information
- The ability to relate sensitively to children and their families
- Dependability and promptness

- Be willing to work a flexible schedule, which may include occasional nights and weekends
- Good physical, psychological and emotional health
- Must be able to lift 35 lbs.
- Willingness and ability to support and work with other staff members
- Casual, comfortable dress and a neat, clean appearance
- Ability and willingness to obtain CPR/First Aid certification, Food Handlers certification, and other staff trainings as needed
- Must pass in-depth background investigation prior to employment
- Follows all rules, policies and procedures of the Coeur d'Alene Tribe and the ECLC program
- Demonstrated excellent attendance record and work ethic in prior positions (i.e., prompt, dependable, dedicated, etc.) and willingness to develop good ethics
- Prefer experience working with Native American populations, especially children
- 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
- Shows progress or willing to improve skills for working on a team

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, 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.

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

Application packets are not maintained after the position is filled. A new application is required for each position applied to.

Applicant Signature

Date