



PUYALLUP TRIBE OF INDIANS



JOB DESCRIPTION

OPENS: **MAY 9, 2017**

CLOSES: **MAY 24, 2017**

JOB TITLE: **TEACHER'S ASSISTANT (SEASONAL)** **DEPARTMENT:** **CHILD CARE**

REPORTS TO: **CHILD CARE MANAGER**

NOTE: THIS IS A SEASONAL POSITION – (WORKS FULL TIME MID-JUNE THROUGH MID-SEPTEMBER, CHRISTMAS AND SPRING BREAKS)

SALARY: BASED ON SALARY MATRIX + BENEFITS

POSITION SUMMARY:

Assists in the care and early education of children (birth to age 5) and school age children at the Grandview Child Care Center. Creates and maintains a safe, healthy, and culturally appropriate learning environment for young children.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists in planning and implementing the daily program in all group and outdoor activities.
2. Greets arriving and departing parents, children and co-workers with a smile and positive attitude.
3. Encourages parents to record daily arrival and departure times for all children enrolled at the Center.
4. Assists in planning and preparing the learning environment, setting up interest centers and preparing materials and supplies emphasizing cultural learning activities.
5. Supervises and provides assistance in the bathrooms.
6. Treats children with dignity and respect and maintains the Positive Discipline Policy of the Center.
7. Oversees all meal-time activities of the children to encourage and foster the use of good table manners.
8. Assumes and initiates an equal share of the joint housekeeping activities to maintain a clean environment center-wide.
9. Assists lead classroom teacher.
10. Maintains professional attitudes and loyalty to the Center at all times.
11. Attends Staff Meetings, workshops, conferences, courses, all in-service training and other aspects of professional growth when recommended by the Center Manager.

12. Utilizes Center materials and teaching supplies constructively and resourcefully.
13. Considers individual children in relationship to their cultural and socio-economic background and developmental level.
14. Keeps information about families confidential.
15. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS AND REQUIREMENTS

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.

Education and/or Experience

High school diploma or general education degree (GED); and six months experience in working with groups of young children; or equivalent combination of education and experience. Certificate in basic S.T.A.R.S. training required, or must be obtained within 12 months of hire date. Associates Degree or CDA preferred, or must be willing to obtain Associates Degree or CDA within four years of hire date. Must be able to meet the requirements of the state of Washington child care licensing personnel requirements. Must be able to pass state background check clearance to work in a child day care center and be able to obtain a food handler's permit.

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 and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Licenses or Certificates

Food handler's permit.

First Aid/CPR certification required, or must be obtained within two weeks of employment.

Must have and maintain a valid driver's license and proof of auto insurance.

Must have reliable transportation.

Other Skills and Abilities

Must have warm, welcoming, and friendly personality, be sensitive to the feelings and needs of others, be respectful of all cultures, and be able to relate positively to both young children and adults. Ability to discipline in a kind and respectful manner.

Performance Expectations

- Model exemplary professionalism and work ethics. Warmly greets visitors to the Center; maintains a professional demeanor at all times.
- Maintain strict confidentiality about issues regarding all staff members, children and families, or GELC management or Center operations. Never involve parents in Center concerns.
- Do not participate in gossip.
- Report to work on time for assigned shift(s) and maintain consistent daily attendance at work.
- Arrange and communicate all leave requests in advance per policy.
- Assume a fair-share of work and demonstrate a willingness to assume additional classroom and Center responsibilities as needed.
- Establish positive, respectful and professional relationships with co-workers, supervisors, management, children, parents, and others.
- Demonstrate flexibility and respect for individual differences; including learning styles, cultural differences, point of views and individual preferences. Avoid stereotyping and labeling.
- Demonstrate adaptability and openness to new ideas in child care practices. Actively and positively works to implement changes.
- Actively and cooperatively participates in Center's planning meetings, events and training sessions.
- Demonstrates flexibility with work schedules and assignments as needed to meet the needs of the Center.
- Models conflict resolution by communicating directly with individuals involved and collaborating in good-faith to develop solutions.
- Continues professional growth by attending courses, workshops and reading professional literature.
- Receives constructive criticism with an attitude that indicates a willingness to improve. Asks for feedback and gives feedback in a respectful manner.
- Conducts self in a manner that is not detrimental to the children or the reputation of the Center or the Tribe.
- Demonstrates an ability to remain calm and follow the Center's Emergency Care Plan in the event of an emergency.
- Demonstrates good judgment and acts responsibly and attentively to avoid any injury or endangerment to anyone at the Center.
- Follows State and Federal guidelines with regard to immunizations, required safety and health training, CPR/First Aid certification, Food Handler's certification (if required), or any other guidelines identified by the Tribe.

- Refrain from being under the influence of any legal or illegal substance that may impair judgment, alertness or responsiveness.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee frequently is required to taste or smell.
- The employee is occasionally required to sit and climb or balance.
- The employee must regularly 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.

- While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions.
- The noise level in the work environment is usually loud.
- The physical exertion is moderate.
- Work is performed in a classroom setting.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

The undersigned has reviewed this job description and understands and acknowledges that this job description is a complete description of the duties and responsibilities of the position, and further acknowledges that they are able to perform the essential functions and physical demands as required by the position.

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Email: jobs@puyalluptribe.com

*Note: Applications & copies of job announcements available at Rm. # 157
or online at www.puyallup-tribe.com*