



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	Y
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	Y

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Susan Wilbur Early Education Center (SWEEC) Classroom Aide

DEPARTMENT: Education

POSITION SUMMARY:

The Classroom Aide supports classroom activities, participates in all general housekeeping duties and is responsible for assigned daily duties in the classroom. These duties include, but are not limited to acting as a floater between rooms to cover breaks, and to fill in at times in different classrooms when needed. Is under guidance of Director and Lead Teacher.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Is accountable for following SWEEC policies and procedures.
- Maintains strict confidentiality.
- Establishes relationships with all children.
- Greets all Families and children.
- Provides direction for children in accordance with SWEEC policies and procedures.
- Responsible for daily classroom duties as assigned by lead teacher or supervisor, for example, assisting in the preparation of materials for an activity.
- Responsible for classroom support, which includes, but is not limited to, setting up and cleaning up after mealtimes, daily sanitation at the beginning and end of each day, and regular laundry.
- Responsible for awareness of health and safety guidelines of Tribal Child Care licensing and Tribal Code, and participation in ongoing training in health and safety areas.

- Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

MINIMUM QUALIFICATIONS

- Degree required for this position - High school diploma or equivalent Certification required.
- Familiarity with computer systems, word processing and email.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Training and certification required to begin immediately upon hire: Portable Background Check (PBC), Blood Borne Pathogens (BBP), TB test, Food Handler card, Safe Sleep, Shaken baby syndrome awareness, Mandated reporter/ child abuse and neglect training.
- Complete certification (or be enrolled in a course): CPR/First Aid within 30 days of hire.
- Ability to provide excellent customer service.
- Excellent oral and written communication skills.
- Ability to maintain a positive attitude and work ethic.

WORK ENVIRONMENT AND TIME COMMITMENT

1. Full-time : 40 hours per week ----- Part-time: 20-29 hours per week
2. Full-time: Center hours between 7:30am -6:30pm ----- Part-time: hours TBD based on Center needs, to be determined upon hire.
3. Work is performed primarily indoors with 1 - 3 sessions of playground or outside time throughout the day as required.
4. Physical Demands:
Tasks that involve possible exposure to blood, bodily fluids and tissues; possible exposure to communicable diseases. Periods of standing, sitting, crouching, stooping, getting up and down frequently, reaching and occasionally lifting and moving up to 50 lbs.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of _____ is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____

Supervisor: _____ Date: _____