



Prenatal to Five Head Start
 Daybreak Star Indian Cultural Center
 Post Office Box 99100, Seattle, WA 98139
 Phone: (206) 285-4425 Fax: (206) 282-3640

JOB ANNOUNCEMENT

JOB TITLE:	Substitute Assistant Teacher/Bus Monitor		
PROGRAM:	Head Start	FLSA STATUS:	Non Exempt
LOCATION:	Daybreak Star Indian Cultural Center	WORK SCHEDULE:	On call Part-time
REPORTS TO:	Lead Teacher	PAY RANGE:	Starting @ \$11.00 p/h

The United Indians of All Tribes Foundation (UIATF) is a non-profit organization working to provide vital social, cultural, and educational services to Seattle’s American Indian/Alaska Native community.

The Head Start Assistant Teacher/Bus Monitor helps the Teacher implement a comprehensive half day teaching program for three to five year old children. The Monitor provides a safe and engaging environment for children in collaboration with Driver for each child. This is a full Time position, working 36 hours per week and 9 months per year (September – May).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work as a team player to create and maintain a positive learning environment.
- Maintain communication between school and families.
- Assist in keeping classroom area neat and clean.
- Model and assist children in health and safety routines (teeth brushing, hand washing, fire drill practices, etc.)
- Practice positive behavior management techniques.
- CACFP-OSPI: Facilitate family-style dining for children, collect point of service meal counts and accurate attendance reports.
- Attend home visits and parent conferences with Teacher upon request.
- Maintain confidentiality in all record keeping and reporting.
- Maintain accurate records for program documentation, e.g. attendance, in-kind hours, meal counts, child assessments, bus documents, etc.
- Attend and actively participate in a variety of meetings, classes and workshops to ensure knowledge of early childhood development and program standards.
- Assist in supervising classroom volunteers.
- Assist Teacher to meet all deadlines for staff work schedule, upon request.
- Ensure proper loading/unloading procedures are followed each bus trip.
- Create safe and learning experiences for children on bus ride.
- Communicate daily with Parents/caregivers: adhering UIATF Code of Conduct.
- Support Teacher and/or Bus Driver in emergency procedures.
- Assist bus drivers in pre-trip inspections and other transportation documentation/reports as needed.
- Must be able to observe, collect and reflect child information.
- Must communicate well with Lead Teacher, Supervisor and/or Director up on request.
- Must provide copies of all certifications required by Head Start Act Performance Standards, within the time due.
- May require occasional weeknight and/or weekend hours.
- Other duties as assigned

QUALIFICATIONS

High School diploma or GED minimally required.
Previous employment knowledge skills & abilities (KSA) in a preschool program.
Experience working with diverse ethnic, cultural and economic backgrounds, similar to those of children and families in the Head Start program and broader community.
Experience in environments focusing on early childhood.
Strong written, verbal and interpersonal skills.
Ability to use computers and software programs.
Pass a criminal history/ background check.
Possess a valid Washington State driver’s license.
Must have or obtain a CDA by September 30, 2013

PREFERRED QUALIFICATIONS

CDA and/or AA Degree in Early Childhood Education (ECE).
3 years ECE experience/KSAs in Head Start or ECEAP program.
KSAs in Non Profit Organization.
Bilingual speaking ability.

AMERICANS WITH DISABILITY SPECIFICATIONS

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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics 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 not exposed to weather conditions.

The noise level in the work environment is usually moderate.

<p>JOB POSTING DATE: Internal Job Posting: 01/12/12 Circulation to the Public: 01/17/12 CLOSING DATE: When suitable applicant is hired</p>	<p>APPLICATION PROCEDURE Submit cover letter and resume to: Email: jobs@unitedindians.org</p>
<p>Compensation: Starting \$11 per hour DOE, plus excellent benefit package provided</p>	<p>APPLICATIONS FOR EMPLOYMENT can be obtained at: Daybreak Star Indian Cultural Center: Chrissy Harris Or www.unitedindians.org: Get involved/jobs/completed application</p>
<p><i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>	<p>COMPLETED APPLICATIONS SUBMITTED TO: jobs@unitedindians.org, or Attention: Chrissy Harris, Administrative Assistant United Indians of All Tribes Foundation Daybreak Star Indian Cultural Center PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640</p>