



**UNITED INDIANS**  
OF ALL TRIBES FOUNDATION

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

## Job Description

<b>JOB TITLE:</b>	<b>Assistant Teacher</b>		
<b>PROGRAM:</b>	Daybreak Star Preschool	<b>FLSA STATUS:</b>	Non Exempt
<b>LOCATION:</b>	Daybreak Star Indian Cultural Center	<b>WORK SCHEDULE:</b>	FT
<b>REPORTS TO:</b>	Program Manager	<b>PAY RANGE:</b>	DOE

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

We are seeking a unique individual to provide leadership and support to the City of Seattle funded Daybreak Star Preschool. Candidates must be able to demonstrate experience, skills and commitment to anti-bias and culturally relevant best practices and integrating indigenous knowledge into early education.

The Assistant Teacher helps the Lead Teacher implement a comprehensive full-day preschool program for three and four year old children.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work as a team player to create and maintain a positive learning environment.
- Collaborate with other staff supporting and participating in ongoing recruitment efforts.
- Maintain communication between school and families.
- Promote, develop and maintain a safe and pleasing environment for the children who facilitate their ability to grow physically, socially, emotionally and intellectually.
- Record observations of children; create portfolios of children's work and document developmental progress of children.
- Construct a daily schedule of classroom routines and activities. Plan and prepare lesson plans that include health and nutrition activities following Seattle Preschool Program/Pathway requirements.
- Assist in adapting curriculum to address and meet individual goals for children as identified in their individual education plans, including a multi-cultural environment which meets the needs of every child, including those with pre-existing plans and disabilities.
- Assure general cleanliness, maintenance and security of classroom; assist with inventory of equipment and supplies.
- Support home visits and parent/teacher conferences.
- Coordinate with Public Health Nurse and assist with child screenings.
- Attend and actively participate in a variety of meetings, classes and workshops, to ensure knowledge of early childhood development and program standards.
- Utilize information systems to support child and family and agency outcomes by documenting baselines and ongoing assessments according to SPP/Pathways benchmarks.
- Assist in supervising classroom volunteers.
- Facilitate family-style dining for children, collect point of service meal counts and accurate attendance reports.
- Maintain accurate records for program documentation, e.g. attendance, meal counts, child assessments, bus documents, etc.
- Maintain confidentiality in all record keeping and reporting.
- Must communicate well with Lead Teacher, Program Manager and/or Director upon request.

- Must provide copies of all certifications required by SPP/Pathways requirements, within the time due.
- May require occasional weeknight and/or weekend hours.
- Other duties as assigned.

**QUALIFICATIONS:**

- CDA, Child Development Associate.
- Previous employment knowledge skills & abilities in a preschool program.
- Experience working with diverse ethnic, cultural and economic backgrounds, similar to those of children and families in the broader community.
- Strong written, verbal and interpersonal skills.
- Knowledge of computers, internet and educationally related software programs.
- Pass a criminal history/background check.
- Possess a valid Washington State driver’s license.
- 1<sup>st</sup> Aid/CPR certification.
- Reliable transportation.

**AMERICANS WITH DISABILITY SPECIFICATIONS PHYSICAL ABILITIES:** 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.

**CONFIDENTIALITY**

This position may have knowledge of confidential personal information regarding others. The employee will be required to sign a Confidentiality Agreement.

<p><b>JOB POSTING DATE:</b>          Internal Job Posting: <b>7/20/2016</b>          Circulation to the Public: <b>7/24/2016</b>  <b>CLOSING DATE:</b> When suitable applicant hired</p>	<p><b>APPLICATION PROCEDURE</b>          Submit cover letter and resume to:          Email: <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a></p>
<p>Compensation: Depending on Experience          Plus excellent fringe benefit package</p>	<p>APPLICATIONS FOR EMPLOYMENT can be obtained at:          Daybreak Star Indian Cultural Center: Human Resources          Or Click on: <b>COMPLETED APPLICATION</b></p>
<p><i>United Indians of All Tribes Foundation is an          Equal Opportunity Employer</i></p>	<p>SUBMIT APPLICATION TO: <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a>,          Or United Indians of All Tribes Foundation          Daybreak Star Indian Cultural Center          PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640</p>