



ʔaluspuʔús
Hearts Gathered

169 North Omak Lake Road, P.O. Box 767, Omak,
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skʷant sən̓m̓ aʔm̓ áyaʔtən
Waterfall School

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info@heartsgathered.org

Childcare / Classroom Assistant (Birth through Adolescent)

Mission and Purpose of Hearts Gathered and General Role of Position

The childcare /classroom assistant aids the teachers and children in working toward the mission and goals of Hearts Gathered; assists the classroom teacher with the general supervision and management of the class; collaborates with staff in providing a nurturing environment; facilitates the comprehensive development of all students by interacting positively, confidently, and respectfully with all children, families, and staff members. The childcare / classroom assistant reports to, works with and is under the direct supervision of the classroom teacher to whom he or she is assigned.

Key Responsibilities and Accountabilities:

- Assist the Child Care Director and/or teacher in the preparation and maintenance of the prepared environment as directed. Prepare classroom materials and repair materials, with guidance from teacher.
- Help maintain current and accurate classroom records concerning the children.
- Maintain confidentiality. Do not discuss children or their families outside of staff meetings or private meetings with your supervising teacher.
- Assist with the school transportation of children to and from school, as needed. When assisting as a van driver or rider, be punctual in attendance and strictly maintain timing schedules. Abide by all traffic rules and sound traffic practices. Be aware of all designated traffic routes. Maintain logs and write down details of trips. Maintain regular checks on van and report malfunctions to supervisor and administration as soon as possible. Keep a check that children do not get off the van other than at designated places and with authorized adults. Be equipped with first aid solutions. If necessary, take full responsibility to evacuate the children and shift them to a secure place.
- Provide proper potty assistance as necessitated by children's age group.
 - Take part and assist in Native language classes as offered by Hearts Gathered to the

community.

- Provides direct care to infant-to-adolescent aged children and assistance at a school site or day care facility.
- Perform other duties not specifically stated as directed by Child Care Director, Teachers and/or Executive Director. Be willing to fulfill responsibilities in accordance with the organization's educational philosophy.

Education and Experience

- Knowledge of and skill in nsælxcin preferred; willing and dedicated to advancing personal knowledge and skill in nsælxcin.
- High School Diploma or GED preferred
- Experience working with children in a classroom or equivalent environment and successful completion of minimum childcare licensing standards.
- Requires a valid Washington State Driver's License.
- Requires DCYF annual certifications within 6 months of hire.
- Requires a First Aid/CPR card or ability to obtain one within 6 months of hire.
- Requires a TB Test as a condition of employment with a negative result or obtain one within 15 days of employment.
- Has or is willing to receive training/certification as a Montessori childcare / classroom assistant and as a Native language instructor.

Other Skills and Requirements

- Be mature individual and at least 18 years of age.
- Have knowledge of developmentally appropriate practices of age level of assigned classroom.
- Have ability to conform to an established work schedule.
- Have effective interpersonal and communication skills. Must be able to communicate with teachers, other staff, and parents to ensure the child's best interest.
- Have a warm and friendly personality, be sensitive to the feelings and needs of others, and be able to relate well to children, elders and employees.
- Have ability to understand and follow instructions precisely.
- Have ability to exercise tact, discretion and confidentiality.
- Must be able to lift up to 40 lbs.; do repetitive bending, stretching and stooping; have the mobility required to ensure the safety of the children; work with children on the floor; lead outdoor activities in all seasons; perform light snack preparation and light duty cleaning.
- Must pass criminal background and driving record checks on an ongoing basis.

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees to this job.

Position is open until filled. Applications will be reviewed on an ongoing basis. More information may be obtained by emailing an inquiry to info@heartsgathered.org.