



Shoshone Tribe  
Human Resource Dept.  
P.O. Box 538  
Fort Washakie, WY 82514  
Phone: (307) 332-2005, Ext. 160  
Fax: (307) 332-9883

### JOB ANNOUNCEMENT

**POSITION:** Early Childhood Classroom Assistant  
**EMPLOYER:** Eastern Shoshone Tribe – Early Intervention Program  
**SALARY:** DOE  
**OPENING DATE:** February 8, 2018 **CLOSING DATE:** February 22, 2018

**QUALIFICATIONS:** CDA or Associates Degree preferred, High School Diploma or GED minimum. Knowledge of Shoshone and/or Arapaho culture and Wind River Reservation preferred, but not required. Experience working with persons with disabilities or in the field of early education a plus. Reliable, dependable, prompt to work, and love for young children.

Required to possess a valid driver's license and be able to pass a criminal background check under the Indian Child Protection Act and Family Act and Adam Walsh Law.

### **DUTIES:**

1. Follow Daily Routine as listed in class schedule adhering to time lines, keeping children safe at all times.
2. Actively participate in weekly classroom Teacher Planning, utilizing appropriate transition activities to assist children in making smooth activity changes.
3. Computer work creating communication and visual symbols, making labels for the classroom, and/or utilizing online curriculum or entering documentation for tracking progress.
4. Assist classroom teachers in preparation of materials, parent correspondence, newsletters, lesson plans and children's files.
5. Transport children safely through proper use of child restraint systems, obeying all traffic laws.
6. Provide required assistance to children in all aspects of their daily routine in the classroom, including First Aide as needed, rest time, mealtimes and bathroom routines.
7. Share in the duties of leading Greeting Time, Small and Large Group and Outside Time activities each day according to High/Scope Curriculum.
8. Use supplemental curriculums/techniques such as Conscious Discipline, Handwriting without Tears, PATHS and Brain Gym throughout the daily routine.
9. Interact with children, on their level, using High/Scope adult-child interacting techniques and all special techniques required to include children with special needs.
10. Administer ongoing assessments on classroom students, including daily written anecdotal records-CAR/CORs and tracking progress toward individual student goals and objective, including developmental screenings.
11. Participate in IEP meetings and Kindergarten Transition Meetings where appropriate.
12. Participate in, schedule and help conduct Parent-Teacher Conferences/Home-Visits.
13. Help plan, attend and participate in Parent-Advisory Committee meetings.
14. Attend and participate in trainings, in-services and monthly Staff Meetings.
15. Attend and participate in special events, possibly outside of regular business hours, as a representative of the Early Intervention Program as requested by the Director.
16. Keep accurate time sheet documentation of daily duties and activities including hours worked.
17. Follow all policies of the Early Intervention Program and the Eastern Shoshone Tribe.

18. Other duties as assigned by the immediate supervisor or the Director.

19. Maintains strict confidentiality of all information process through the Early Intervention Program.

**Application Requirements:** Submit a complete application with supporting documents to Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514. Applications are available online at [easternshoshone.org](http://easternshoshone.org) and can be sent via email to [dshoyo@easternshoshone.org](mailto:dshoyo@easternshoshone.org) or faxed to 307-332-9883 until 4.45 PM on the closing date. Supporting documents: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications. **Indian preference applies.**

Applicants who have a current application on file, must submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**

Applicants being considered for employment must submit to a pre-employment drug screen prior to being hired. Refusal to take the test will render the applicant ineligible for employment.