



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 Special Education Classroom Assistant
DEPARTMENT: Early Invention Program
CAREER STATUS: Full-Time
SALARY: DOE
OPENING DATE: October 11, 2017 **CLOSING DATE:** October 25, 2017

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 AND RESPONSIBILITIES

1. Follow Daily Routine as listed in class schedule adhering to time lines.
2. Actively participate in weekly classroom Teacher Planning.
3. Implement and monitor use of classroom modifications and supports, assistive technology, mealtime program, communication system, adaptive equipment, etc. as specified in a child's IEP. Follow written pictorial programs and materials and/or guidelines as needed or appropriate.
4. Computer work creating communication and visual symbols, making labels for the classroom, and/or utilizing online curriculum or entering documentation for tracking progress.
5. Assist classroom and Special Education teachers in preparation of materials, parent correspondence, newsletters, lesson plans and children's files.
6. Transport children safely through proper use of child restraint systems, obeying all traffic laws and rules of the road.
7. Keep children during safe at all times while they are in your care.
8. 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.
9. Administer developmental screenings.
10. Share in the duties of leading Greeting Time, Small and Large Group and Outside Time activities each day according to High/Scope Curriculum.
11. Use supplemental curriculums/techniques such as Conscious Discipline, Handwriting without Tears, PATHS and Brain Gym throughout the daily routine.
12. Assist children during therapeutic activities or specialized therapy as needed, under the supervision of appropriate therapy staff.
13. Assist children and families making a smooth transition from the Part C program (ages birth through three) to the Part B program (ages three through five) for the children entering a CHILD Project classroom.

14. Provide support services to individual students or groups of students, under the supervision of Special Education teacher appropriate support staff.
15. Interact with children, on their level, using High/Scope adult-child interacting techniques and all special techniques required to include children with special needs.
16. Administer ongoing assessments on classroom students, including daily written anecdotal records-CAR/CORs and tracking progress toward individual student goals and objectives.
17. Utilize appropriate transition activities to assist children in making smooth activity changes.
18. Consult regularly with Special Education Teacher and other support therapists to keep them apprised of changes and progress children are making or needs that arise.
19. Seek and demonstrate increasing knowledge of a variety of disabilities/diagnosis through PIC/EN, online, ECHO sessions, coursework, other professionals, etc.
20. Participate in IEP meetings and Kindergarten Transition Meetings where appropriate.
21. Participate in, schedule and help conduct Parent-Teacher Conferences/Home-Visits.
22. Help plan, attend and participate in Parent-Advisory Committee meetings.
23. Attend and participate in trainings, in-services that are provided.
24. Attend and participate in monthly Staff Meetings.
25. 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.
26. Keep accurate time sheet documentation of daily duties and activities.
27. Use the time clock in both AM and PM to accurately track hours worked.
28. Other duties as assigned by the immediate supervisor or the Director.
29. Follow all policies of the Early Intervention Program and Eastern Shoshone Tribe.
30. Maintains strict confidentiality of all information process through the Early Intervention Program including records, reports, documents, conversations, etc. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- ❖ Lift and position children weighting up to 35 lbs.
- ❖ Sit and stand for extended periods of time.
- ❖ Kneel, crouch, bend and twist to work with children on floors and low tables.

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 and can be sent via email to 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.

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.