



*Human Resource Department
PO Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005
Fax: (307) 332-9883*

NOTICE OF EMPLOYMENT

POSITION: Early Childhood Classroom Assistant
DEPARTMENT: Early Intervention Program
SUPERVISION: Early Intervention Program Director
SALARY: Depending on Experience
OPENING DATE: January 18, 2023 **CLOSING DATE:** Opened Until Filled

POSITION SUMMARY:

This position provides assistance to the teacher by instructing, monitoring and assisting of young children in a preschool environment throughout the daily routine activities to ensure the provision of quality instruction in a safe environment. Children are 3 to 5 years old.

DUTIES AND RESPONSIBILITIES

- Under the direct supervision of a Certified Classroom Teacher.
- Assist in the duties of the Daily Routine and its planned activities each day according to the classroom curriculum.
- Assist in the use of curriculums and/or techniques with developmentally appropriate activities.
- Provide required assistance to children in all aspects of their daily routine in the classroom, including basic First Aid as needed, rest time, mealtimes and bathroom routines.
- Interact with children using age-appropriate adult-child techniques and/or special techniques required to include children with special needs.
- Assist with transportation of children safely with the required use of child restraint systems, obeying all traffic laws and rules of the road.
- Actively assist in the preparation of materials or activities for the week.
- Assist in the sanitation of toys, objects, fixtures in the classroom to maintain a healthy learning environment.
- Attend and participate in trainings or in-services that are provided.

- Attend required monthly Staff Meetings.
- Attend and participate in special classroom or community events, possibly outside of regular business hours, as a representative of the Early Intervention Program as requested by the Director
- Keep accurate timesheets documentation of daily duties and activities.
- Use the time clock in both AM and PM to accurately track hours worked.
- Other job-related duties as assigned by the immediate supervisor or the Director.
- Follow all policies of the Early Intervention Program and Eastern Shoshone Tribe.
- Maintains strict confidentiality of all information processed 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.

QUALIFICATIONS:

- CDA or Associate degree preferred; will consider High School Diploma or GED minimum.
- Knowledge of Shoshone and/or Arapaho culture on the Wind River Reservation preferred, but not required.
- Experience working with personal with disabilities or in the field of early childhood education.
- Possess a valid driver's license and be insurable under the Tribe's vehicle insurance plan.
- Must be able to pass a criminal background check under the Indian Child Protection Act and Family Act and the Adam Walsh Law.
- Must be able to lift 25 pounds.

APPLICATION REQUIREMENTS :

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state "See Resume" for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to rferris@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 with supporting documents 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.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.

APPLICATION REQUIREMENTS:

MUST COMPLY WITH HIPPA PRIVACY RULE AD MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE HUMAN RESOURCE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS. ETC. A breach of confidentiality will subject to appropriate disciplinary action, up to and including dismissal from employment.