



*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 Special Education Teacher
DEPARTMENT: Early Intervention Program
SUPERVISION: Special Education Teacher and Program Director
SALARY: Depending on Experience
STATUS: Permanent- Full Time
OPENING DATE: January 31, 2023 **OPENING DATE:** Open Until Filled

POSITION SUMMARY:

Early Childhood Special Education position requires a current endorsement through Wyoming Professional Teaching Standards Board to provide specialized services to infants-toddlers-preschool aged children on the Wind River Indian Reservation and surrounding communities.

DUTIES AND RESPONSIBILITIES

- Early Childhood Special Education teacher will provide direct services to children ages birth to 5 years old in a variety of settings: Headstart, Early Headstart, daycare, preschool programs, home-based or at our office.
- Contribute to the development of IFSP/IEPs in a team meeting.
- Demonstrate an understanding for IDEA Rules & Regulations, Wyoming Chapter 7 Rules & Regulations for children with special needs.
- Assist in the successful transition from home to school and/or preschool to public school, including mainstreaming for children with special needs.
- Administer developmentally appropriate screenings & assessments as part of the referral process.
- Maintain an organized system for goal tracking, progress monitoring and/or ongoing assessment.
- Assist in the coordination & communication of services with outside agencies, school districts, child care facilities or programs.
- Plan-Do-Review of developmentally appropriate activities for children with developmental disabilities.

- Create, enter and maintain all data and/or reports within a timely & accurate manner using a specific online computer system.
- Coordinate & communicate with classroom staff, paraprofessionals, teachers and parents regarding specific adaptations or modifications through direct consult or by providing appropriate written materials.
- Actively participate in service coordination meetings, staff meetings and/or classroom meetings.
- Relay accurate & timely information to team members, supervisors and/or director.
- Travel to required sites.
- Maintain an accurate time log/time sheet.
- Provide assistance with case management and/or data entry as needed.
- Occasionally provide parent/child transportation using a program vehicle following WY car seat laws.
- Participate in community events/activities as a representative of EIP outside of regular business hours.
- Adhere to WY Mandatory Reporting laws for Child Abuse and Neglect.
- Maintain strict confidentiality for children & families.
- Other work-related duties as assigned by the Director.

QUALIFICATIONS:

- Required Wyoming Professional Teaching Standards Board Certificate for Early Childhood Special Education OR can satisfactorily demonstrate official college transcripts toward an endorsement through and accredited college or university.
- Computer skills: Google, Windows, Excel, Zoom and email.
- Current & clean driving record.
- Willingness to participate as an active team member.
- Knowledge of or experience with early childhood in a variety of settings.

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 HIPAA PRIVACY RULE AND 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.