



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

### **NOTICE OF EMPLOYMENT**

**POSITION:** Virtual Classroom Assistant  
**DEPARTMENT:** Early Intervention Program  
**SUPERVISION:** Early Childhood Special Education (ECSE) &/or Director  
**SALARY:** Depending on Experience  
**STATUS:** Permanent Full-Time (32-40 hrs/week)  
**OPENING DATE:** July 30<sup>th</sup>, 2025      **CLOSING DATE:** Open until Filled

### **POSITION SUMMARY:**

Early Childhood Virtual Classroom Assistant would work as a professional team member to assist children ages 3-5 years old and young children with disabilities to actively participate in virtual therapy services; Assist the virtual professional service provider with planned therapy activities through a laptop & internet connection; Organization and preparing materials; Full Time position following a program calendar.

### **DUTIES AND RESPONSIBILITIES**

Job duties for an Early Childhood Virtual Classroom Assistant will include

- Encourage & support students to actively participate in virtual therapy services
- Assist to set up planned activities with materials following a written lesson plan to take advantage of embedded learning opportunities.
- Assist to provide experiences that promote children's understanding of their own and other cultures in our community.
- Assist to organize activities that promote & encourage problem-solving play, social play with others, and active engagement in developmentally appropriate activities.
- Assist to document children's activities-display using an online curriculum by observing how children use the materials to interact with each other and adults.
- Use observations to expand play and plan activities that recognize individual differences.
- Maintain an organized & consistent schedule for virtual services
- Work with virtual therapists, resource staff and other specialists to plan, carry out and review individual program plans (Speech Language, Occupational Therapy, Physical Therapy, Early Childhood Special Education).
- Assist to provide positive guidelines such as re-directing, positive language and reinforcement.

- Assist with classroom observations and/or developmental screenings
- Work collaboratively with staff from outside agencies, such as Headstart or other preschool programs.
- Knowledge in the use of conference calls, email, and/or other computer software
- Occasionally assist to provide transportation to and from the children's homes utilizing car seat safety protocols
- Occasionally assist in the preparation & clean-up of snacks or small meals for young children.
- Occasionally assist in the supervision of young children in the classroom, when outside or in the bus to ensure a safe & healthy environment (Child Project Preschool).
- Participate in community events/ activities as a representative of the program 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:**

### Minimum Qualifications:

- Computer Skills in Word, Excel, Google Docs, Google Sheets, Google Meets, Zoom, and/or other computer programs.
- Clean driving record
- Infant/Child CPR

### Preferred Qualifications:

- Computer Skills
- Zoom and/or Google Meets
- Experience with Early Childhood
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## **PERFORMANCE STANDARDS AND EVALUATION FACTORS SHALL INCLUDE BUT NOT BE LIMITED TO:**

- 90 Probationary Period
- Eastern Shoshone Tribe Staff Performance Evaluation
- Background check
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## **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](http://easternshoshone.org) and can be sent via email to [lmorgan@easternshoshone.org](mailto:lmorgan@easternshoshone.org) 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.