



*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: Classroom Teacher and/or Director
SALARY: Depending on Experience
STATUS: Permanent Full-Time
OPENING DATE: August 25, 2025 **CLOSING DATE:** Open until Filled

POSITION SUMMARY:

Early Childhood Assistant would work as a team member to provide a caring, safe and nurturing environment in a developmental preschool for children ages 3-5 years old and young children with disabilities; Assist Classroom Teacher with planned classroom activities following a daily routine, including transportation; Cleaning, organizing and preparing materials; Full Time position following a program calendar.

DUTIES AND RESPONSIBILITIES

- Physically assisting students with tasks like eating, using the bathroom, riding the bus and/or moving from one classroom to another.
- Discuss the program's daily events with family members at drop-off and pick-up times.
- Assist to carry out a daily schedule that incorporates child-directed activity, care routines and transitions times, including active/quiet, indoor/outdoor and individual/group activities.
- Assist to organize & clean classroom space, equipment and materials throughout the day to ensure a clean classroom environment following COVID19 Policy & Procedure
- Assist to set up daily routines & activities with materials following a written lesson plan to take advantage of embedded learning opportunities.
- 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.
- Work with resource staff and other specialists to plan, carry out and review individual program plans.
- Assist to provide positive guidelines such as re-directing, positive language and reinforcement.
- Assist to provide transportation to and from the children's homes utilizing car seat safety protocols
- Assist in the preparation & clean-up of snacks or small meals for young children.
- Assist Classroom Staff with COVID19 Policy & Procedures to ensure a safe & healthy learning environment for young children.
- Assist in the supervision of young children in the classroom, when outside or on the bus to ensure a safe & healthy environment.
- 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:

- Minimum of 2 years of work experience in early childhood education

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 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.