



*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
EMPLOYER: Eastern Shoshone Tribe – Early Intervention Program
SALARY: Determined on Experience
OPENING DATE: November 5, 2025 **CLOSING DATE:** Open Until Filled

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.

DUTIES:

1. Under the direct supervision of a Certified Classroom Teacher
2. Assist in the duties of the Daily Routine and its planned activities each day according to the classroom curriculum.
3. Assist in the use of curriculums and/or techniques with developmentally appropriate activities
4. 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.
5. Interact with children using age-appropriate adult-child techniques and/or special techniques required to include children with special needs.
6. Assist with transportation of children safely with the required use of child restraint systems, obeying all traffic laws and rules of the road.
7. Actively assist in the preparation of materials or activities for the week.
8. Assist in the sanitation of toys, objects, fixtures in the classroom to maintain a healthy learning environment.
9. Attend and participate in trainings or in-services that are provided.
10. Attend required monthly Staff Meetings.

11. 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
12. Keep accurate timesheets documentation of daily duties and activities.
13. Use the time clock in both AM and PM to accurately track hours worked.
14. Other job-related duties as assigned by the immediate supervisor or the Director.
15. Follow all policies of the Early Intervention Program and Eastern Shoshone Tribe.
16. 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.

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 and Driving Record, 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.