

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406. 675.2700
PERSONNEL DEPARTMENT FAX: 406. 675.2711
E-mail: renee.joachim@cskt.org**

******VACANCY ANNOUNCEMENT******

TITLE: Special Services Aide – 1 or more positions

LOCATION: Early Childhood Services – St. Ignatius, MT

SALARY: \$12.78 to \$14.84 per hour
Contract/Furloughable positions

CLOSING DATE: Thursday, September 28, 2017 at 5:30 p.m.

SPECIAL CONDITIONS:

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test.**

DUTIES:

- Works with a single child or small group of children providing support and supervision following an individualized plan to accommodate the child/children's disability or behavioral difficulties allowing them to participate in an Early Childhood Services Classroom.
- Implements and carries out support services according to the assigned child/children's individualized plan such as an Individualized Education Plan (IEP), an Individualized Family Support Plan (IFSP) or a Behavior Support Plan.
- Ensures that children with disabilities or behavioral difficulties receive a mainstreamed experience in the least restrictive environment.
- Assists teaching staff and the assigned child/children in all areas of the program promoting each child's self-independence and peer relationships.
- Consults regularly with staff on the progress of the child.
- Complete all required paperwork and performs clerical support duties as required.
- Reports significant incidents to supervisor.
- Shares observations about children and families with appropriate personnel.
- Shares information with Teacher/Supervisor, Education Manager, and Special Services Coordinator on a regular basis. (i.e. center concerns, resource needs, administrative concerns, staff/children absences, program ideas, supply and maintenance concerns, etc.)
- Follows the ECS Positive Guidance Techniques policy.
- Ensures personal interactions with children are appropriate, caring, and supportive.
- Gives children affection, demonstrates respect, and interacts on the child's level when relating personally to each child.
- Demonstrates respect for each child, providing opportunities for success, and encouraging children to explore new areas or interest.
- Helps maintain a safe, clean, healthy indoor and outdoor environment following all safety and health regulations.
- Ensures that children are safe and well supervised at all times.
- Expose children and families to Native American experiences, people and events that promote and strengthen the culture.
- Attend and assist with required staff meetings, parent meetings or training sessions.
- Attends parent meetings and parent orientations as requested.
- Reports any concerns at center level to the Teacher/Supervisor and the Special Services Coordinator.

- Promotes individual job effectiveness by keeping up to date on educational trends.
- Works with ECS families to provide parents clear, frequent, constructive, supportive communication relating to their child's EHS/HS experience.
- Greets parents by name, communicates often, and includes them in center activities.
- Greets and introduces self in a friendly and positive manner to all visitors and guests who enter the ECS Centers.
- Communicates positively with co-workers, parents and volunteers.
- Encourages, accepts, and utilizes information and suggestions from parents to better understand and plan for each child.
- Provides suggestions to interested parents for child activities in the home.
- Communicates ECS goals and philosophies to parents and other community volunteers.
- Mandatory reporter of observed or suspected child abuse and neglect. Must properly report and document any incidents.
- Travel throughout the reservation and to state and out-of-state locations for training and meeting purposes is a requirement of this position.
- Attends mandated trainings and meetings, and seeks out professional development opportunities for self.
- Perform other duties as required.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- 18 years of age or older with a High School diploma or GED
- Must have a Child Development Associate (CDA) credential or be enrolled in a CDA credential program that will be completed within 2 years **OR** have an Associate Degree or Bachelor's Degree in an education or health field or be enrolled in a program leading to such a degree.
- Have a minimum of 6 months documented experience working with children with disabilities or behavioral difficulties ages birth to 5 years in a formal early childhood setting such as a head start classroom, childcare center, etc. (desired, but not required)
- Must begin work on Associate Degree in early childhood education within first year of hire.
- Must have or obtain a Commercial Driver's License (CDL) within 3 months of hire.
- Preference given to current or former Head Start/Early Head Start parents. Must provide documentation.
- Possess current CPR and First Aid certification with Infant/Child endorsement or be willing to obtain upon hire.
- Health Requirements:
 - a. Current Physical Exam or ability to obtain Physical Exam upon hire.
 - b. Current on required immunizations or ability to become current upon hire.
 - c. Verification of recent TB screening or ability to complete required screen.
- Must pass drug test and complete a Criminal Record Check including fingerprinting (no violence against children or any person, no domestic violence, no sexual abuse or violent acts against children or any other person) prior to employment and every 2 years thereafter; subject to random drug testing through the Confederated Salish & Kootenai Tribe's Personnel Department.
- Possess current valid Driver's License and be insurable under the Tribes' Fleet Policy.

SUBMIT:

1. Completed Tribal employment application (resumes are not accepted).
2. Certified copies of relevant academic transcripts and training certificates.
3. Completed questionnaire for background investigations.
4. Copy of a valid driver's license.
5. If you are claiming Veterans Preference, a copy of the DD214 must be submitted with the application.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Evelyn Charlo, Personnel Department, P.O. Box 278, Pablo MT 59855, telephone 406.675.2700 ext. 1029.

FOR MORE INFORMATION:

Contact: Jeanne Christopher, ECS Director @ 406.675.2700, ext. 5513.