



ʔaluspuʔús
Hearts Gathered

skʷant sənmaʔmáyaʔtən
Waterfall School

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Waterfall School Job Description **Classroom Assistant** **(Primary, elementary or adolescent)**

Mission and Purpose of Hearts Gathered

Hearts Gathered is a nonprofit 501(c)(3) organization. The mission of Hearts Gathered is to help revitalize the use of the Native languages and cultures of the Colville Reservation. Hearts Gathered's purpose is to operate Native language immersion schools at which the Native language(s) will be used as the language of instruction to produce fluent Native speakers who are highly knowledgeable and skilled learners. Hearts Gathered is governed by its Board of Directors. We aspire to perform our mission and purpose in the form of a full-time language immersion Montessori prepared environment for our children.

General Role of Position

The classroom assistant aids the teachers and children in working toward the mission and goals of Hearts Gathered; assists the classroom teacher with the general supervision and management of the class; collaborates with staff in providing a nurturing environment; facilitates the comprehensive development of all students by interacting positively, confidently and respectfully with all children, families and staff members. The classroom assistant reports to, works with and is under the direct supervision of the classroom teacher to whom he or she is assigned.

Key Responsibilities and Accountabilities:

- A. Assist the teacher in the preparation and maintenance of the prepared environment as directed. Prepare classroom materials and repair materials, with guidance from teacher.
- B. Continuously increase personal level of nsəlxcin fluency; speak with children and staff in nsəlxcin, as much as possible.
- C. Keep the environment clean, neat and orderly with regular light cleaning:
 1. Keep sinks, tables and other surfaces clear of materials not intended for the children's use.
 2. Wash tables and chairs at the end of the day.
 3. Empty trash cans and replace the garbage bags.
 4. Vacuum or sweep the floors as needed.
 5. Wash cups, plates and other utensils used in snacks EVERY DAY.
- D. Keep classroom materials freshly stocked for the children's use. Keep an inventory of supplies needed and maintain a proper storage area for all supplies.
- E. Help with children's arrival and departure.

Revitalizing Native languages of the Colville Reservation through immersion schools

Classroom Assistant

- F. Assist in guiding children to their work.
- G. Assist with the supervision of children throughout the school day.
- H. Help children get dressed for outside and inside play, as needed.
- I. Assist children when they have accidents of a personal nature, using a high standard of personal hygiene.
- J. Assist in preparing daily snack, as needed.
- K. Know the school's discipline and emergency procedures and helping implement them when appropriate. Know basic first aid procedures and assist the children in this matter when needed.
- L. Open or close the school, as needed.
- M. Copy, cut, laminate, staple, file, etc., as needed.
- N. Help maintain current and accurate classroom records concerning the children.
- O. Attend staff meetings.
- P. Attend in-service offerings.
- Q. Maintain confidentiality. Do not discuss children or their families outside of staff meetings or private meetings with your supervising teacher.
- R. Assist with the school transportation of children to and from school, as needed. When assisting as a van driver or rider, be punctual in attendance and strictly maintain timing schedules. Abide by all traffic rules and sound traffic practices. Be aware of all designated traffic routes. Maintain logs and write down details of trips. Maintain regular checks on van and report malfunctions to supervisor and administration as soon as possible. Keep a check that children do not get off the van other than at designated places and with authorized adults. Be equipped with first aid solutions. If necessary take full responsibility to evacuate the children and shift them to a secure place.
- S. Act in a respectable and professional manner; be role model of grace and courtesy, of cleanliness and class.
- T. Take part and assist in Native language classes as offered by Hearts Gathered to the community.
- U. Perform other duties not specifically stated as directed by teachers or executive director. Be willing to fulfill responsibilities in accordance with the organization's educational philosophy.

Education and Experience

Classroom Assistant

- Knowledge of and skill in Spanish preferred; willing and dedicated to advancing personal knowledge and skill in Spanish.
- High school diploma or equivalent; college training an advantage.
- Has or willing to receive training/certification as a Montessori classroom assistant and as a Native language instructor.
- Competent computer skills including MS Office or equivalent.
- Internet skills including use of emails, group messaging and data collection.
- Numeracy and literacy skills.

Other Skills and Requirements

- Be mature individual and at least 18 years of age.
- Have knowledge of developmentally appropriate practices of age level of assigned classroom.
- Have ability to conform to an established work schedule.
- Have effective interpersonal and communication skills. Must be able to communicate with teachers, other staff, and parents to ensure the child's best interest.
- Have a warm and friendly personality, be sensitive to the feelings and needs of others, and be able to relate well to children, elders and employees.
- Have ability to understand and follow instructions precisely.
- Have ability to exercise tact, discretion and confidentiality.
- Must be able to lift up to 40 lbs.; do repetitive bending, stretching and stooping; have the mobility required to ensure the safety of the children; work with children on the floor; lead outdoor activities in all seasons; perform light snack preparation and light duty cleaning.
- Must pass criminal background and driving record checks on an ongoing basis.

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees to this job.

Position is open until filled. Applications will be reviewed on an ongoing basis. More information may be obtained by emailing an inquiry to info@heartsgathered.org.