



541-429-7180



HumanResources@ctuir.org



46411 Timíne Way
Office of Human Resources
Pendleton, OR 97801

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE:	Early Childhood Educator II Twaddler
SALARY:	Pay Range 5 \$35,316.96 to \$45,049.08 annual DOE/DOQ
DEPARTMENT:	Department of Education- Átaw Miyánašma Learning Center
LOCATION:	Position is located at CTUIR Nixyáawii Education Center, Mission, Oregon
EMPLOYMENT STATUS:	Full Time with benefits package Covered Status Background check required Non-Exempt
SUPERVISED BY:	Early Childhood Coordinator
OPENING DATE:	April 24, 2025
CLOSING DATE:	May 8, 2025

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

Promote a love for learning in children. Consistently present new activities to children to build a wide variety of developmental skills; reading numeracy, creativity, etc. Assist in meeting the health, safety, social-emotional and educational needs of program children through implementation of program policies, procedures and curriculum. Assist in maintaining a clean, safe learning environment that promotes intellectual, social, emotional, and physical growth of children. Assist in communicating the needs and progress of children with program staff consultants, and parents.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Supervise children 100% of the time in care.
2. Desire to work with young children and help them gain early literacy skills and learn a variety of new things, focusing on building skills to meet next developmental stage; for example 3 -4 year olds School Readiness Skills.
3. Be responsive to and meet the physical and social/emotional needs of children in a timely manner.
4. Nurture the self-esteem of classroom children by respecting their individuality, and by responding positively to their needs and wants in a timely fashion.
5. Promote the self-sufficiency of enrolled children by allowing them to do as much as they are able to do for themselves; dressing, putting on shoes, pouring their own milk, etc. depending on their developmental stage.
6. Supervising children and maintaining order in the classroom, enabling a quality learning environment for children to thrive.
7. Assist in planning, preparing, implementing, and evaluating daily activities; with lesson plans completed on monthly activity calendar.
8. Assist with personal hygiene of children, such as toileting and tooth brushing.
9. Assist in maintaining a safe and sanitary classroom environment.
10. Assist in daily classroom and playground clean-up activities.
11. Keep current and accurate, classroom records; daily observations, incident forms, parent contacts, etc., in organized and up-to-date files.
12. Consistently be a positive role model for children.
13. Teach children respect for themselves, others, and property.
14. Follow transitions and observation in meeting each child's individual needs; completing research based observations twice annually.
15. Implement cultural curriculum, goals and objectives of Education strategic plan.
16. Read 20 minutes a day to all children in the classroom, to assist in building a love for reading/learning.
17. Have or obtain within 90 days a Traditional Health Worker certificate through the Oregon Health Authority process.
18. Be familiar with and abide with all Tribal Personnel Policies. (Sign off within 30 days and annually thereafter).
19. Abide by the Early Childhood Development Services Code of Conduct (NAEYC).
20. Read, sign and abide by program Confidentiality Policy.
21. Participate positively in staff meetings, conferences, workshops and training sessions as assigned – may include evening and weekend hours. (Minimum 15 classroom hours and/or a 4 college credits annually. Does not include meetings and annual trainings.)
22. Promote positive parent and community involvement in the Center.
23. Report all suspected cases of child abuse/neglect immediately.
24. Create a professional development plan and update annually.
25. Be a Team player.
26. Be punctual and dependable.
27. Self-motivated to meet the demands of this fast-paced job.
28. Read Center policies, tribal childcare; health and safety handbook, and employee orientation within 90-day probationary period.
29. Any other duties assigned by Lead Provider, Program Manager or Department Director.

SUPERVISORY AUTHORITY: None

SIGNATORY AUTHORITY: None
ACCESS TO SENSITIVE AREAS: None

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. High school diploma or equivalent.
2. Must have reliable transportation.
3. One year experience working with children birth to five; or one year of classes toward ECE Degree, CDA, and/or Oregon Registry.
4. Good oral and written communication skills.
5. Ability to maintain the classroom and keep the class on track with quality classroom management.
6. Ability to establish positive relationships and open, positive communication with staff, children, parents, and community members.
7. Familiarity with ethnic background and heritage of families in program.
8. Possess current pediatric First Aid/CPR certification, Child Abuse and Neglect, and basic Food Handlers card, or be willing to obtain them within 90 days of being hired. If classes are offered at the Tribe they may take these, otherwise they must complete within 90 days of their own and hand in copies of certificates.
9. Pass criminal history check.
10. Be in good physical health, be willing to do a yearly health examination.
11. Individual must be current on immunization and pass T.B. screening.
12. Must be able to attain certificates of completion in one of the following area: Traditional Health Worker Certification through Oregon Health Authority. (Training is available through Yellowhawk Health Clinic)
13. Familiar with computer basics; email & MS Word.

PHYSICAL DEMANDS:

1. Ability to stand and walk around for long periods of time.
2. Ability to easily get up and down off the floor.
3. Ability to lift to 40 pounds, potentially daily
4. Ability to set up a classroom involving moving chairs, tables, bookshelves and other furniture.
5. Be in good physical health, as noted by a physical exam when requested.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.

2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

COVERED POSITIONS:

Pursuant to the Tribal Personnel Policies Manual, Section 2.23, this is a Covered Status Position. This position requires the individual to pass a pre-employment fingerprint background check that is sufficient to meet requirements for the Federal Bureau Investigation's Criminal Justice Information Services certification to be able to access federal information under the Tribal Access Program (TAP). This will be done before starting any Covered position with CTUIR. The individual will undergo an FBI fingerprint background check to determine clearance to be around children, re-investigations shall occur at a frequency of no more than every five years (TPPM, 22).

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.

5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Recruiting
46411 Timíne Way
Pendleton, OR. 97801
Phone: (541)429-7180
Email: HumanResources@ctuir.org

To be considered, application package must be post marked by the closing date.



Approved: Patricia Farrow, Staffing and Recruitment Specialist

04/24/2025
Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date

