

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title: Head Start Teacher**

**Department: Head Start, Education**

**Hourly Rate: \$12.64-\$15.18(DOQ)**

**Full Time: 40Hrs/Week**

**Exempt: No/Hourly**

**Supervisor: Education/Disabilities Manager**

**Posting Date: In-House**

**Opens: April 13, 2021**

**Closes: April 14, 2021, at 4:30 pm**

**Posting Date: Public**

**Opens: September 15, 2021**

**Closes: Open Until Filled**



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**Summary:** The Teacher is responsible for the implementation of the Head Start Performance Standard including the Educational Services Plans.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

For example, development of age-appropriate classroom environment for 3-5-year-old children, implementing the curriculum, and incorporate cultural activities, development of block lesson plans.

Will be responsible for ensuring the health and safety of the children at all times during scheduled program activities.

Will provide guidance and technical assistance to the Assistant Teacher.

Will implement screening and assessments as outlined by the program.

Will provide and maintain a neat orderly arrangement, appearance, and learning environment in the classroom.

Will maintain appropriate documentation on the children and classroom activities as required.

Will be required to conduct a minimum of two (2) home visits per child within assigned homeroom per school year and two-parent conferences.

Will maintain confidentiality following the Privacy Act.

Will attend staff meetings, any other meetings, and training as required.

**Classroom Responsibilities:**

1. Must do daily lesson plans, observations, monitor Individual Education Plan (IEP), and anecdotal notes.
2. Maintain a routine daily schedule, allow for flexibility.
3. Must implement age-appropriate and cultural materials.
4. Provide activities that promote social and emotional development.
  - a) Provide a balanced daily program of child-initiated and adult-directed activities, within an individual, small and large group.
  - b) Cultural activities
  - c) Ensure that the program environment encourages children to develop emotional security in social relationships.
  - d) Integrate activities that will encourage children to explore independence such as selecting their activities and learning center of the choice.
5. Provide activities that will develop each child's cognitive and language skills.
  - a) Activities will reflect emerging literacy and memory according to the development of each child.
6. Development for creative self-expression through art, music, movement, and dialogue will be encouraged through daily activities/lesson plans.

7. Development of motor skills to each child's development level will include appropriate time, space, and equipment.
8. Integrate all education aspects of healthy nutrition, and mental health services into program activities.
9. Maintain and update classroom environment that encourages development among children.
  - a. An environment that promotes acceptance respect of gender.
  - b. An environment that is inclusive for children with disabilities.
  - c. A safe environment. (See Safety Area)
10. Must do the individual assessment on all students.
11. Will provide screening to all children utilizing the Ages and Stages within 45 days of enrolment.
12. Must understand an Individual Education Plan. (IEP)
13. Will provide services following IEP.
14. Provide services addressing health concerns including IEP.
15. Observe and document each child's physical appearance to detect any signs of injuries or illness. Including any change in emotions and behaviors when necessary.
16. Familiarize parents of all health and developmental procedures administered.
17. Will post policies and plans for medical and dental emergencies in each classroom.
18. Allow and enable children to independently utilize child-size bathroom facilities.
19. If deemed necessary, the classroom Teacher will take learning activities to a child with a short-term injury or other physical condition that prevent the child from participating in a classroom setting.
20. The Teacher is responsible for the administration and handling of medication.
21. All staff members will receive First Aid training, which is kept current on an annual basis.
22. All classrooms will keep a well-equipped First Aid Kit and restock when needed.
23. Will keep a "Bio Quick-n-Clean" kit in each classroom and use it when necessary.
24. Staff, volunteers, and children must wash their hands with soap and running water at appropriate times.
25. Teachers are responsible to ensure the supervisor of outdoor and indoor play areas among staff to increase safety for children.
26. Will consult with families immediately when problems are suspected or identified.
27. Will post telephone numbers of emergency response teams.
28. Will post emergency evacuation routes and other safety procedures for emergencies, which will be regularly practiced.
29. Procedures of notifying parents in the event of an emergency involving their child will be established in collaboration with the ED Manager and Health Manager.
30. Utilize procedures for handling cases of suspected or known child abuse and neglect that comply with applicable Federal, State, and Tribal laws.
31. Teachers will encourage children to eat or taste food but are never forced.
32. To encourage parents to become integrally involved in the development of programs curriculum.
33. To encourage participation in the staff-parent conference and home visits to discuss their child's development and education.
34. Will consult with parents immediately when problems are suspected or identified.
35. Will notify parents of opportunities for training.
36. Will send home monthly newsletters.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community and 7 Grandfather Teachings is preferred for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

**Required:**

An associate's degree is mandatory for this position. Bachelor's is preferred.  
 Previous experience working in Head Start program or with preschool children in a requirement.  
 First Aide, Tot CPR, and Shaken Baby Syndrome are mandatory and provided by the program.

**Preferred:**

Two (2) year Early Childhood associate degree or ability to attain within one (1) year.

**Other Skills and Abilities:**

**Preferred:**

Experience working in an economically disadvantaged community including cultural sensitivity.  
Must possess responsible past attendance record.

**Background Check:**

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.

This position requires a driver check, to meet eligibility for tribal insurance.

**Language Skills:**

Must have excellent written and oral skills as well as interpersonal skills.

**Reasoning Ability:**

Must be able to work in a team setting.

**Physical Demands:** The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to pass medical/physical examination which certifies that individuals are physically able to work with young children. Must pass a tuberculosis test. Must be physically able to lift children into and out of Head Start furniture and equipment. Must be able to participate in physical/recreational activities with children in Head Start. Position may require sitting for extended periods, some standing, walking, bending, stooping, and lifting up to 50 lbs occasionally.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

**Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

**Bad River Tribe**

**Attn: Human Resources**

**P.O. Box 39**

**Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)