

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

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**Job Title:** Assistant Head Start Teacher

**Department:** Head Start, Education

**Hourly Rate:** \$15.25-\$17.25 (DOQ)

**Full Time:** 40Hrs/Week

**Exempt:** No/Hourly

**Supervisor:** Head Start Education & Disabilities Manager

**Posting Date:** Public

**Opens:** January 25, 2023

**Closes:** Open Until Filled

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**Summary:** The Assistant Teacher will assist in the implementation of the Head Start Performance Standards.

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**Essential Duties and Responsibilities** include the following.

- Will assist the Teaching staff in implementing the classroom curriculum. Will follow lesson plans for daily activities. Will assist in the preparation of materials. Will assist when requested to evaluate activity as necessary. Will assist the Teacher in documenting and maintaining accurate and up-to-date records and reports, for example, the child's progress report and/or daily anecdotal notes. Will assist in the implementation and strengthening of the locally developed cultural units and activities throughout the school year. Will instruct, supervise, and ensure safety measures are taken with the children in the classroom, on the playground, and clean the classroom. Will promote the participation of Head Start parents as resources, personnel, and/or volunteer in the Head Start Program. Will attend meetings and required training as requested, i.e., staff. Promote the use of and speaking Ojibwemowin as proficiency level allows in the classroom and throughout the delivery of all Head Start services for children and families.

Subject to layoff when school is not in session.

**A.) Curriculum Area**

1. Will assist the teacher in providing children with a week of classroom orientation.
2. Will assist the teacher with daily lesson plans, observations, monitor Individual Education Plan (IEP), and anecdotal notes.
3. Maintain a routine-daily schedule, allowing for flexibility.
4. Will assist the teacher with the implementation of age-appropriate materials within the lesson plans as well as cultural activities. Assistants will participate in all activities sponsored by Host, i.e. special events, setting up, and cleaning up.
5. Maintain and update the classroom environment that encourages development among children.
  - An environment that promotes acceptance and respect of gender.
  - An environment that is inclusive for children with disabilities.
  - An environment that is safe (See Safety Area)

**B.) Evaluation Area**

1. Will assist the teacher with an individual assessment of all students.
2. Will assist the teacher with screening all children utilizing the Ages and Stages within 45 days of enrollment.
3. Must understand an Individual Education Plan (IEP).
4. Will assist the teacher with services in accordance with IEP.

**C.) Health Area**

1. Will assist the teacher to create a family partnership to ensure that each child has a medical home.

2. Observe and document each child's physical appearance to detect any signs of injuries or illness. Including any changes in emotions and behaviors.
3. Will assist teachers with parents on all health and development procedures administrator.
4. Allow and enable children to independently utilize child-size bathroom facilities.
5. If deemed necessary, the classroom Teacher and/or ED Manager will assign Assist Teacher to take learning activities to a child with a short-term injury or other physical condition that prevent the child from participating in the classroom setting.
6. The Teacher is responsible for the administration and handling of medication.

**D.) Safety Area**

1. All staff members will receive First Aide training, which is kept current on an annual basis.
2. All classrooms will keep a well-equipped First Aid Kit and restock when needed.
3. Will keep a "Bio Quick-n-Clean" kit in each classroom and use it when necessary.
4. Staff, volunteers, and children must wash their hands with soap and running water at appropriate times.
5. Assist Teachers will be instructed by Teachers on the supervision of outdoor and indoor play areas among staff to increase safety for children.
6. Will consult with families immediately when problems are suspected or identified.
7. Assist Teacher will implement the procedures of notifying parents in the event of an emergency involving their child will be established in collaboration with the ED Manager and Health Coordinator.
8. Assistant Teacher will follow established procedures for handling cases of suspected or known child abuse and neglect that are in compliance with applicable Federal, State, and Tribal laws.
9. Staff will know how to work a fire extinguisher.

**E.) Nutrition Area**

1. Assistant Teacher will encourage children to eat or taste food, without force.

**F.) Parent Participation Area**

1. To encourage parents to become integrally involved in the development of the programs curriculum.
2. To encourage participation in staff-parent conferences and home visits to discuss their child's development and education.
3. Will consult with parents immediately when problems are suspected or identified upon consultation with the Teacher and ED Manager.
4. Will assist the teacher in notifying parents of opportunities for training.
5. Will assist the teacher in sending home monthly calendars.
6. Will assist teachers in developing and implementing Parent classroom committees.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and/or Experience:**

**Required:**

Must be at least eighteen (18) years old.

High School Diploma or its equivalent is required.

Must provide certification of successful completion of Early Childhood I within the first six (6) months of employment and Early Childhood II within the first year of employment.

Must enroll in Early Childhood Associates Program.

The ability to obtain First Aid and Tot Saver CPR is mandatory.

Shaken Baby training is required.

**Other Skills and Abilities:**

**Required:**

Must maintain strict confidentiality in accordance with Privacy Act.

Must demonstrate the ability to work cooperatively with staff, parents, community members, and other child support systems in the best interest of children is required.

Ability to provide cultural sensitivity.

**Background Check:**

This position is contingent on the required ability to pass background checks regarding working with children and/or the elderly.

**Reasoning Ability:**

Must have a positive attitude and enjoy working with children.

**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 essential functions.

Must be able to pass annual medical/physical examination which certifies individuals are physically able to work with preschool children. Must be able to pass tuberculosis testing. Must be physically able to lift children into and out of Head Start furniture and equipment, as necessary. Must be able to participate in preschool activities with children in Head Start. The position may require sitting for extended periods of time. Some standing, walking, bending, stooping, and lifting up to 50 lbs. on occasion is required.

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

This position is subject to inside and outside work. The noise level may be 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)