

# 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:** Early Head Start Teacher  
**Department:** Head Start/Early Head Start  
**Hourly Rate:** \$15.25-18.50, Dependent on qualifications/experience  
**Full Time:** 40Hrs/Week  
**Exempt:** No/Hourly  
**Supervisor:** Education/Disabilities Manager  
**Posting Date:** Public  
**Opens:** January 1, 2022  
**Closes:** Open Until Filled



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

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

- Will be responsible for the development of age appropriate classroom environment for 0-3 year old children, implementing the curriculum, incorporating cultural activities and the 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 their assigned home room per school year, and two parent conferences.
- Will maintain confidentiality in accordance with the Privacy Act.
- Will attend staff meetings, any other meetings and trainings as required.
- Provide a monthly report to supervisor.
- Will perform other duties as assigned.

Curriculum Area:

1. Must perform daily lesson plans, observations, monitor Individual Education Plan (IFSP) and anecdotal notes.
2. Maintain a routine-daily schedule, allowing for flexibility.
3. Must implement age appropriate and cultural materials.
4. Provide activities that promote social and emotional development.
5. Provide a balanced daily program of child-initiated and adult directed activities, within individual, small and large groups.

Cultural activities:

1. Ensure that the program environment encourages children to develop emotional security in social relationships.
2. Integrate activities that will encourage children to explore independence such as selecting their own activities and learning center of their choice.
3. Provide activities that will develop each child's cognitive and language skills.

4. Provide activities that will reflect emerging literacy and memory according to the development of each child.
5. Development for creative self-expression through art, music, movement, and dialogue will be encouraged through daily activities/lesson plans.
6. Development of motor skills to each child's development level will include appropriate time, space and equipment.
7. Integrate all educational aspects of health, nutrition and mental health services into program activities.
8. Maintain and update a classroom environment that encourages development among children.
9. Maintain an environment that promotes acceptance and respect of gender.
10. Maintain an environment that is inclusive for children with disabilities.
11. Maintain an environment that is safe. (See Safety Area)

Evaluation Area:

1. Must do individual assessments on all students.
2. Will provide screening to all children utilizing the Ages and Stages within 45 days of enrollment.
3. Must understand an Individual Family Service Plan. (IFSP)
4. Will provide services in accordance with IFSP.

Health Area:

1. Provide services addressing health concerns including IFSP.
2. 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.
3. Familiarize parents of all health and developmental procedures administered.
4. Will post policies and plans for medical and dental emergencies in each classroom.
5. Allow and enable children to independently utilize child size bathroom facilities that are age appropriate.
6. If deemed necessary, classroom Teacher will take learning activities to a child with a short term injury or other physical condition that prevents the child from participation in the classroom setting.
7. The Teacher is responsible for the administration and handling of medication.

Safety Area:

1. All staff members will receive First Aid training, which is kept current on a bi-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 when necessary.
4. Staff, volunteers and children must wash their hands with soap and running water at appropriate times.
5. Teachers are responsible to ensure the supervision of outdoor and indoor play areas by staff to increase safety for children.
6. Will consult with families immediately when problems are suspected or identified.
7. Will post telephone numbers of emergency response teams.
8. Will post emergency evacuation routes and other safety procedures for emergencies, which will be regularly practiced.
9. 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.
10. Follow procedures for handling cases of suspected or known child abuse and neglect that are in compliance with applicable Federal, State, and Tribal laws.

Nutrition Area:

1. Allow children to determine the order in which foods are eaten during established meal times appropriate for their age.
2. Teachers will encourage children to eat or taste food, but will never force eating.

Parent Participation Area:

1. To encourage parents to become integrally involved in the development of the program's curriculum.

2. To encourage participation in staff-parent conference and home visits to discuss their child's development and education.
3. Will consult with parents immediately when problems are suspected or identified.
4. Will notify parents of opportunities for training.
5. Will send home monthly calendars.
6. Will facilitate 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. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

**Required:**

- CDA degree is mandatory for this position, but can be obtained during the first few months of hire.
- Enhanced CDA must be obtained within one year.
- Associates Degree in Early Childhood Education must be obtained within two years of employment.
- First Aide, Tot CPR, and Shaken Baby Syndrome are mandatory as well as Mandated Reporter training, which can be provided by the program.

**Preferred:**

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

**Other Skills and Abilities:**

**Required:**

- Experience working in economically disadvantaged communities, including cultural sensitivity.
- Must possess responsible past attendance record.
- Ability to pass medical/physical examination which certifies that individuals are physically able to work with young children.
- Must pass a tuberculosis test

**Background Check:**

- This is a required driver position, must possess a valid state driver's license, and adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

**Language Skills:**

- Must possess good oral and written communications skills.
- Must promote use of and speak Ojibwemowin as proficiency level allows in the classroom and throughout delivery of all Head Start/Early Head Start services for children and families.

**Reasoning Ability:**

- Must have positive attitude and enjoy working with children and families.

**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 physically able to perform all job duties.. 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 of time, 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. 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)