

# 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:** Head Start /Early Head Start Substitute  
**Department:** Head Start : Education  
**Hourly Rate:** Dependent on qualifications and experience  
**Full Time:** 16-24 Hrs/Week  
**Exempt:** Non-Exempt  
**Supervisor:** Director, Assistant Director, Education Manager  
**Posting Date:** Public  
**Opens:** February 3<sup>rd</sup>, 2026  
**Closes:** February 23<sup>rd</sup>, 2026 @ 4:30pm



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**Summary:** The Early Head Start Teacher Substitute is responsible for the implementation of the Head Start Performance Standards and the safety and education of their students. When subbing for a lead teacher, they are responsible for those duties that a lead teacher performs. When subbing for an assistant teacher, they are responsible for that set of responsibilities. Working together with their team teacher is vital. Classroom can and will be different daily depending on need. Schedule is not set. This position is need-based, so applicants must have a flexible schedule, there will be no set hours. Advance may be given on shifts, but may also need to be contacted the morning of a shift if staff call in.

**Essential Duties and Responsibilities** including the following:

- Ensure the health and safety of the children at all times during scheduled program activities.
- Provide and maintain a neat orderly arrangement, appearance, and learning environment in the classroom.
- Maintain appropriate documentation on the children and classroom activities as required.
- Maintain confidentiality in accordance with the Privacy Act.
- Attend staff meetings, any other meetings and training as required.
- Promote use of and speak Ojibwemowin as proficiency level allows in the classroom and throughout delivery of all Head Start services for children and families.
- **Other duties as assigned.**

**Curriculum Area:**

1. Must follow daily lesson plans and keep anecdotal notes daily.
2. Maintain a routine daily schedule, allowing for flexibility.
3. Must implement age-appropriate and cultural materials.
4. Maintain classroom environment that encourages development among children.

**Health Area:**

1. Provide services addressing health concerns for each student
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. Allow and enable children to independently utilize child size bathroom facilities age appropriately.

**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. Staff, volunteers, and children must wash their hands with soap and running water at appropriate times.
4. Teachers are responsible to ensure the supervisor of outdoor and indoor play areas among staff to increase safety for children.
5. Will consult with families immediately when problems are suspected or identified.

6. 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.
7. Follow procedures for handling cases of suspected or known child abuse and neglect that in compliance with applicable Federal, State, and Tribal laws.

**Nutrition Area:**

1. Allow children to determine the order which foods are eaten during established meal times age appropriately.
2. Teachers will encourage children to eat or taste food, but are never forced.
3. Will model family style breakfast and lunch for the students.

**Parent Participation Area:**

1. To encourage parents to become integrally involved in the development of programs 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 send home flyers or forms to parents when needed.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative to the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Educational and/or Experience:**

**Required:**

Must be at least eighteen (18) years of age.

High School Diploma or its equivalent is required.

Must be a positive role model at all times.

Ability to complete the following training provided by the agency:

First Aid Adult and Child CPR

Abusive Head Trauma

Mandatory Reporter

Civil Rights Training

**Preferred:**

- Experience in a classroom setting
- A willingness to obtain any of the following:
  - Child Development Associate
  - Associates Degree
  - Bachelors Degree

**Other Skills and Abilities:**

**Preferred:**

Experience working in economically disadvantage community including cultural sensitivity.

Must possess responsible past attendance record.

Must have excellent communication skills and be able to be reached when needed.

Knowledge of our families, community, and center would be ideal.

Ability to multitask and remain calm in many situations.

Ability to adapt to all situations you may encounter in a classroom.

**Background Check:**

This position is contingent on the ability to pass Caregiver Background Check regarding working with children and/or elderly.

**Language Skills:**

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

Must be willing to incorporate Ojibwe language into daily activities.

**Reasoning Ability:**

Must be able to work in a team setting.

Must be willing to work with any age group 0-5.

Must be able to meet students where they are and accommodate children on an individual basis.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform to 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 of time, some standing, walking, bending, stooping and lifting up to 50 lbs occasionally.

**Working Environment:** The working 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 & Procedure Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy. Preference will be given to a parent/guardian of a Head Start child if otherwise is a qualified applicant in accordance with 45CFE 1304.52(b)(3).**

**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)