

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Early Head Start Teacher
Department: Head Start
Hourly Rate: Dependent on qualifications and experience
Full Time: 40Hrs/Week
Exempt: Non-Exempt
Supervisor: Head Start Director
Posting Date: Public
Opens: Febraury 3rd, 2026
Closes: February 23rd, 2026 @ 4:30pm



Summary: The Early Head Start Teacher is responsible for the implementation of the Head Start Performance Standards and the safety and education of their students.

Essential Duties and Responsibilities including the following:

- Development of age-appropriate classroom environment for 0-3 year old children, developing lesson plans, implementing the curriculum, and incorporating cultural activities.
- Ensure the health and safety of the children at all times during scheduled program activities.
- Implement screening and assessments as outlined by the program.
- 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.
- Conduct a minimum of two (2) home visits and two (2) parent conferences per child per school year for assigned children
- 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 do daily lesson plans, observations, monitor Individual Family Service 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.
 - a) Provide a balanced daily program of child-initiated and adult directed activities, within individual, small and large groups.
 - 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 own activities and learning center of their 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. Develop activities for creative self-expression through art, music, movement, and dialogue
7. Development of motor skills to each child's development level, including appropriate time, space, and equipment.
8. Integrate all educational aspects of health, 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 and respect of gender.

- b) An environment that is inclusive for children with disabilities.
- c) An environment that is safe. (See Safety Area)

Evaluation Area:

- 1. Must do individual assessment on all students.
- 2. Will provide screening to all children utilizing the Ages and Stages within 45 days of enrollment.
- 3. Must understand in 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 age appropriately.
- 6. If deemed necessary, classroom Teacher will take learning activities to a child with a short term injury or other physical condition that prevent the child from participation in 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 supervisor 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. 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 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.

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 notify parents of opportunities for training.
- 5. Will send home monthly calendars.
- 6. 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 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:

Child Development Associate

Ability to complete the following training provided by the agency: First Aid and Tot Saver CPR, Abusive Head Trauma, Mandatory Reporter

Preferred:

- Experience in a classroom setting
- A willingness to obtain the following:
 - AA in Early Childhood Education and/or
 - BA in Early Childhood Education

Other Skills and Abilities:**Preferred:**

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

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 Ojibway language into daily activities.

Reasoning Ability:

Must be able to work in a team setting.

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

HRassistant@Badriver-nsn.gov