



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** Center-Based Student Support Aide (29 hrs./wk. Part Time)  
**SUPERVISOR:** Head Start Education Manager/Disability Services Coordinator  
**LOCATION:** Zaasijiwan Head Start Program  
**POST DATE:** July 17, 2024  
**CLOSING DATE:** July 31, 2024

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**General Description:** The primary responsibility of this position is to provide individualized services and supports to children with diagnosed or suspected disabilities or significant delays and is inclusive of all program environments including, but not limited to, classrooms, outdoor learning areas, restrooms, hallways, and off-site locations.

**Qualifications:** High School Diploma or equivalent is required. Current certification in Pediatric First Aid/CPR or completion within 3 months of hire. Coursework in Early Childhood and/or work experience in childcare/preschool setting is preferred. Must complete program assigned trainings and professional development activities related to position.

**Salary:** \$17.00-19.30/hr. depending on qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION:** Center-Based Student Support Aide

**B. DEPARTMENT:** Zaasijiwan Head Start Program

**C. SUPERVISOR'S TITLE:** Head Start Education Manager/Disability Services Coordinator

**D. DESCRIPTION OF DUTIES:** The primary responsibility of the Student Support Aide is to provide individualized services and support to children with diagnosed or suspected disabilities or significant delays and is inclusive of all program environments including, but not limited to, classrooms outdoor learning areas, restrooms, hallways, and off-site locations. Student Support Aides will be expected to provide essential staffing coverage when their assigned student or another employee is absent. Additional tasks will be assigned daily based on the needs of the program. Duties include actively supervising children, performing teaching activities as assigned, preparing for meals, rest periods, and other activities, and completing cleaning and sanitation duties as required. Specific responsibilities include, but are not limited to the following:

1. Provide individualized services and support to children with diagnosed or suspected disabilities or significant delays with visual support, curricular modifications, sensory breaks, behavioral intervention support, insurance of health and safety, and functional routines to include diapering/toileting, feeding/drinking, tooth brushing, handwashing, other hygiene as needed, and rest routines. Model appropriate habits.
2. Actively supervise and monitor the activity of all children in the classroom and other environments ensuring that no child is left unsupervised and classroom ratios are maintained in accordance with applicable regulations.
3. Implement positive strategies to support the well-being of all children served by the program and address challenging behavior.
4. Refrain from engaging in any activity that could be construed as inappropriate, negative, or harmful to children, including, but not limited to, the use of corporal punishment, isolation, any form of verbal/emotional/physical abuse, withholding or rewarding with food or physical activity, and use of language that could be considered profane, sarcastic, threatening, or derogatory with regard to the child and/or family.
5. Ensure confidentiality is maintained regarding children, families, staff, and community.
6. Communicate with teaching staff in order to become familiar with the classroom environment; attendance, emergency information, daily schedule, lesson plans, centers/activities, and overall routine.
7. Maintain the overall cleanliness of classrooms. May assist in setting up the learning environment and prepping for daily activities, sanitation of classroom materials and equipment, and assist with laundry as directed.
8. Respond to crisis or emergency situations that may occur. Notify appropriate staff of any incidents that occur.

9. Refer to other staff to stay informed of work-related information that may be necessary to perform duties.
10. May be required to support child during routine transportation, field trips, or other appointments.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Frequent contact with staff, service providers, children and parents.
2. **External:** Contact with service providers, children and parents. Occasional contact with general public.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Head Start Education Manager/Disability Services Coordinator, Teaching Staff.

**H. EDUCATION:** High School Diploma or equivalent is required. Current certification in Pediatric First Aid/CPR or completion within 3 months of hire. Program assistance may be available.

**I. EXPERIENCE:** Coursework in Early Childhood and/or work experience in a childcare/preschool setting is preferred. Must complete program assigned trainings and professional development activities related to position. Program assistance may be available.

**J. SKILLS:**

1. Strong interpersonal and organizational skills, including the ability to work as part of a team and effectively communicate with staff, parents, and young children.
2. Ability to follow oral and written instructions and adapt to changing program needs.
3. Ability to work with people of varying economic, social, and ethnic backgrounds.
4. Ability to maintain confidentiality of personal information contained in files and discussed in meetings.
5. Ability to supervise children ages 0 to 5 of varying abilities and ensure a safe learning environment.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Standard classroom/school conditions (classroom, gym, and playground).
2. **Exposure to Hazards:** Possible exposure to situations where child behavior creates undesirable conditions. Daily exposure to cleaning and sanitizing products and bodily fluids, especially as they relate to diapering. Possible exposure to emergency medical situations in which you would be required to provide aid to children.
3. **Physical Requirements:** Daily standing, walking, kneeling, stooping, bending, sitting on floor, occasional lifting 30-50lbs, and ability to move quickly in response to child's needs. Other physical duties may include riding bus, harnessing children into seatbelts, carrying children and supervising them with various equipment.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Center-Based Student Support Aide to perform in

both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

**M. OTHER:** Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Physical examination prior to starting to rule out communicable diseases; including TB risk assessment. Preference will be given to current and former Early Head Start and Head Start parents, if qualified, for vacant position. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians and responsible for maintaining compliance with all applicable federal and state rules and regulations including the Head Start Act and Head Start Program Performance Standards.

**N. SIGNATURES:**

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**Employee** **Date**

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**Manager** **Date**

Previously signed  
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**Tribal Administrator** **Date**

Previously signed  
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**Human Resources Director** **Date**