



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** Day Care Teacher Assistant (2 Full-Time positions)  
**SUPERVISOR:** Daycare Program Manager  
**LOCATION:** Daycare Program  
**POST DATE:** September 26, 2024  
**CLOSING DATE:** October 10, 2024

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**General Description:** The primary responsibility of this position is to provide necessary assistance for center operations and is inclusive of all program environments including but not limited to classrooms, outdoor learning areas and off-site locations. This includes assisting teaching staff in the implementation of daily activities for daycare classrooms.

**Qualifications:** Must be 18 years of age or older. High School Diploma or equivalent is required. Current certification in Pediatric First Aid/CPR or completion within three months of hire. Completion of required DCF courses. Complete Food Handler course. A combination of education related to early childhood education and development and experience may also be acceptable provided it is equivalent. Program assistance may be available.

**Salary:** \$15.00-\$17.00/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**  
**Non-exempt Position Description**

**A. TITLE OF POSITION:** Daycare Teacher Assistant

**B. DEPARTMENT:** Daycare Program

**C. SUPERVISOR'S TITLE:** Daycare Program Manager

**D. DESCRIPTION OF DUTIES:** This position is supervised by the Program Manager and may also receive direction from teaching staff. The primary responsibility of the Daycare Aide is to provide necessary assistance for center operations and is inclusive of all program environments including, but not limited to, classrooms, outdoor learning areas and off-site locations. This includes assisting teaching staff in the implementation of daily activities for daycare classrooms. Duties include actively supervising the children, documenting observations, performing teaching activities as assigned, preparing for meals, rest periods, and other activities. Daycare Aides may also provide staffing coverage when a Teacher/Assistant Teacher is absent from the learning environment. Specific responsibilities include, but are not limited to the following and may be subject to change depending on program needs and teaching assignments:

1. 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.
2. Implement positive strategies to support the well-being of all children served by the program and address challenging behavior.
3. 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.
4. Ensure strict confidentiality is maintained regarding children, families, staff, and community.
5. Communicate with teaching staff in order to become familiar with the classroom environment, including but not limited to: attendance, emergency information, daily schedule, lesson plans, centers/activities, and overall routine.
6. Assist in setting up the learning environment and prepping for daily activities.
7. Sanitize classroom materials and equipment and assist with laundry as directed.
8. Adhere to daily classroom schedules and lesson plans to facilitate consistency in the classroom.
9. Engage children and encourage participation and appropriate behavior. Assist with individual, small and large group activities and promote individualization for children with differing needs and abilities.
10. Assist with child hygiene and sanitary needs as directed during mealtimes, toileting, tooth brushing, and handwashing. Model appropriate habits.

11. Provide an atmosphere that promotes and reinforces parent involvement in their child's learning and development.
12. Respond to crisis or emergency situations that may occur. Notify appropriate staff of any incidents that occur.
13. Attend special events sponsored by the Daycare program, possibly evenings and/or occasionally on weekends (conferences, Family Socials, etc.) as needed.
14. Attend meetings and in-service trainings as assigned.
15. Refer to other staff to stay informed of work-related information that may be necessary to perform duties.

**E. POSITION RELATIONSHIPS:**

**Internal:** Frequent contact with staff, service providers, children and parents.

**External:** Contact with service providers, children and parents. Occasional contact with general public.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Perform job responsibilities receiving direction and supervision from the Program Manager.

**H. EDUCATION:** Must be 18 years of age or older. High School Diploma or equivalent is required. Current certification in Pediatric First Aid/CPR or completion within 3 months of hire. Completion of required DCF courses. Complete Food Handler course. A combination of education related to early childhood education and development and experience may also be acceptable provided it is equivalent. Program assistance may be available.

**I. EXPERIENCE:** Coursework in early childhood and/or work experience in a childcare/preschool setting is preferred. Must complete required DCF courses. 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 parents and young children. Ability to provide quality services for children and their families.
2. Must possess the ability to promote collaborative relationships with various entities including, but not limited to, schools, other Tribal programs, and community agencies.
3. Ability to work with people of varying economic, social, and ethnic backgrounds.
4. Ability to build rapport with parents formally and informally to encourage their input into activities for their child.
5. Ability to maintain strong confidentiality of personal information contained in files and discussed in meetings.
6. Ability to supervise children ages 3 months to 12 years and ensure a safe learning environment.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Standard classroom/daycare conditions (classroom 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 kneeling, stooping, bending and sitting on floor, occasional lifting up to 50lbs and ability to move quickly in response to a child’s needs. Other physical duties can include carrying children and supervising them with various equipment.

**L. BEHAVIORS:** The vision, goals and objectives of the Lac du Flambeau Band of Lake Superior Chippewa Indians requires its employees to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, clients and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each client, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and subject to disciplinary action.

**M. OTHER:** Qualifying background check per the Wisconsin Administrative Code DCF-251 which includes fingerprinting; physical examination prior to starting to rule out communicable diseases; negative TB test prior to starting. Must submit to and pass drug test prior to commencing employment and random drug testing thereafter. 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, but not limited to the Wisconsin Administrative Code DCF-251.

**N. SIGNATURE:**

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Employee Date

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Manager Date

Previously signed  
Tribal Administrator Date

Previously signed  
Human Resource Director Date