



TRIBAL PERSONNEL DEPARTMENT

**JOB ANNOUNCEMENT**

**JOB TITLE:** **Early Childhood Teacher Aide**  
**SUPERVISOR:** Head Start Education Manager/Disabilities Coordinator  
**LOCATION:** Zaasijiwan Head Start Program  
**POST DATE:** **July 17, 2024**  
**CLOSING DATE:** **July 31, 2024**

---

**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 planning and implementing of daily activities for early childhood classrooms.

**Qualifications:** High School Diploma or equivalent is required. Current certification in Pediatric First Aid/CPR or completion within 3 months of hire. Child Development Associate (CDA) credential or enrollment in certification program and completion within 2 years of enrollment. A combination of education related to Early Childhood education and development and experience may also be acceptable provided its equivalent. Program assistance may be available

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

**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:** Early Childhood Teacher Aide (0-5)

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

**C. SUPERVISOR'S TITLE:** Education & Child Development Manager

**D. DESCRIPTION OF DUTIES:** This position is supervised by the Head Start Education Manager/Disabilities Coordinator may also receive direction from teaching staff. The primary responsibility of the Early Childhood Teacher 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 planning and implementing of daily activities for early childhood classrooms. Duties include actively supervising the children, documenting observations, performing teaching activities as assigned, preparing for meals, rest periods, and other activities. Early Childhood Teacher 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 (school and home environment).
12. May be required to act as a Bus Monitor on routine bus routes and during field trips.
13. Respond to crisis or emergency situations that may occur. Notify appropriate staff of any incidents that occur.
14. Attend special events sponsored by the Head Start program, possibly evenings and/or occasionally on weekends (conferences, Family Socials, etc.) as needed.
15. Attend meetings and in-service trainings as assigned. Provide input into Program Self-Assessment, which informs the development of program goals and objectives, program budget, and other program activities, as required.
16. Refer to other staff to stay informed of work-related information that may be necessary to perform duties.

**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:** Perform job responsibilities receiving direction and supervision from the Head Start Education Manager/Disabilities Coordinator and/or Early Head Start Education Manager/depending on assigned program.

**H. EDUCATION:** High School Diploma or equivalent is required. Current certification in Pediatric First Aid/CPR or completion within 3 months of hire. Child Development Associate (CDA) Credential or enrollment in certification program and completion within 2 years of enrollment. 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 obtain Child Development Associate Credential within 2 years of hire. 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 0 to 5 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 if they relate to diapering. Possible exposure to medical emergency situations in which you would be required to provide aid to children.
- 3) **Physical Requirements:** Daily kneeling, stooping, bending and sitting on the floor. Occasional lifting up to 50 lbs. and ability to move quickly in response to a child’s needs. Other physical duties include riding bus, harnessing children into seatbelts, carrying children and supervising them with various equipment.

**L. BEHAVIORS:** The vision, goals and objectives of the Lac du Flambeau Band of the Chippewa Indians requires the Early Head Start Teacher Aide 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 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 and pass drug test prior to commencing employment and random drug testing thereafter. Criminal background check required applicable to the job description. Physical examination within 30 days of hire to rule out communicable diseases. 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, but not limited to, the Head Start Act and Head Start Program Performance Standards.

**N. SIGNATURES:**

<b>Employee</b>	<b>Date</b>	<b>Manager</b>	<b>Date</b>
_____ Previously signed	_____	_____ Previously signed	_____
<b>Tribal Administrator</b>	<b>Date</b>	<b>Human Resources Director</b>	<b>Date</b>