



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Early Head Start Teacher
SUPERVISOR: Early H.S. Education Manager/Behavior Support Coordinator
LOCATION: Zaasijiwan Head Start
POST DATE: August 17, 2026
CLOSING DATE: August 31, 2026

General Description: The primary responsibility of this position is to provide a safe and healthy learning environment, carrying out a developmentally appropriate educational program to meet the individual needs of each child, and promoting good communication between the program, parents, and community.

Qualifications: Child Development Associate (CDA) Credential required; Associate (AA) or Baccalaureate degree in Early Childhood Education (ECE) or related field with experience is preferred. A combination of education in early childhood education and development and experience along with may also be acceptable provided it is equivalent.

Salary: \$19.30 - \$27.29 depending on education/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 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

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
Exempt Position Description

A. TITLE OF POSITION: Early Head Start (EHS) Teacher (0–3-year-olds)

B. DEPARTMENT: Zaasijiwan Early Head Start

C. SUPERVISOR'S TITLE: Early Head Start Education Manager

D. DESCRIPTION OF DUTIES: This position is responsible for providing a safe and healthy learning environment, carrying out a developmentally appropriate educational program to meet the individual needs of each child, and promoting good communication between the program, parents, and community. 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 health and safety standards, including 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. Plan and implement classroom activities for a class of up to 12 children, including: daily lesson plans, developmentally appropriate instruction that improves the school readiness of children by developing their knowledge and skills in the following domains: approaches to learning, social and emotional development, language and literacy, cognition, and perceptual, motor and physical development.
5. Adapt curriculum and teaching method as necessary for children with special needs.
6. Individualize one-to-one and group activities to reflect the unique needs and strengths of all children in the classroom.
7. Develop and follow a consistent classroom schedule, which includes small and large group experiences, choice time, music and movement, large and small motor activities, family style meals, and effective transition between activities.
8. Maintain accurate and timely written records. Including but not limited to: assessments, special education documentation, screening results, anecdotal observations, documentation of transitions to public school, parent/teacher conference, reports, and other forms required by the program.
9. Promote and reinforce parent/caregiver involvement in their child's learning and development (school and home environment).
10. Respond to crisis or emergency situations that may occur.
11. Attend IEP/IFSP meetings as necessary.
12. Attend all mandatory meetings, trainings, conferences, special events, occasional evening and weekend events.
13. Coordinate home visits for child development, learning progress, physical and mental health, and to share Family Services information.
14. Provide input into Self-Assessment, Community Assessment, development of long-range goals and objectives, program budget, and other program activities as required.

E. POSITION RELATIONSHIPS:

Internal: Continuous contact with staff, children and parents.

External: Frequent contact with general public, service providers, parents and other agency staff.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Perform job responsibilities receiving direction and supervision from assigned Supervisor or Director.

H. EDUCATION: Child Development Associate Credential (CDA) or a comparable credential required. Relevant coursework, training or work experience focusing specifically on infant and toddler development preferred.

I. EXPERIENCE: Prior experience working with families, infants, toddlers or preschool-aged children and leading staff is preferred.

J. SKILLS:

1. Ability to maintain complete confidentiality in accordance with program policies and applicable tribal, state and federal regulations.
2. Demonstrate effective oral and written communication.
3. Ability to work with people of varying economic, social, and ethnic backgrounds.
4. Strong interpersonal and organizational skills, including the ability to effectively communicate quality services, promoting collaborative relationships with the program and various community agencies.
5. Ability to build a formal and informal rapport with parents/caregivers to encourage input.
6. Ability to supervise children ages 0 to 5 and ensure a safe learning environment.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Program environment including, but not limited to, standard classrooms indoor/outdoor learning areas, and off-site locations.
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 up to 50lbs 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 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: 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 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. SIGNATURE:

Employee **Date**

Tribal Administrator **Date**

Manager **Date**

Human Resources Director **Date**