



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Head Start/Early Head Start Center Based
Program Aide (Full Time)**

SUPERVISOR: Program Director

LOCATION: Zaasijiwan Head Start Program

POST DATE: **August 14, 2026**

CLOSING DATE: **August 28, 2026**

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, offices, restrooms, workrooms, food preparation areas, 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 a childcare/preschool setting is preferred. Experience in food service and/or custodial/maintenance field preferred. Additional coursework to support assigned work in classrooms may be required. Program assistance may be available.

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 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
Nonexempt Position Description

- A. TITLE OF POSITION:** Head Start/Early Head Start Center-Based Program Aide
- B. DEPARTMENT:** Zaasijiwan Head Start Program
- C. SUPERVISOR'S TITLE:** Program Director
- D. DESCRIPTION OF DUTIES:** This position reports to the Program Director and is jointly supervised by the Early Childhood Education Manager and Family Service Manager and may also receive direction from teaching staff. The primary responsibility of the Center-Based Program 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, offices, restrooms, workrooms, food preparation areas, hallways, and off-site locations. Program Aides are expected provide essential staffing coverage when another employee is absent. Tasks will be assigned daily based on the needs of the program. Assignments will revolve around assisting teaching staff in the planning and implementing of daily activities for early childhood classrooms and assisting the program in maintaining a hygienic and sanitary environment for staff and students. 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 and may be subject to change depending on program needs:
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. Maintain the cleanliness of classrooms.

9. Assist with child hygiene and sanitary needs as directed during mealtimes, toileting, tooth brushing, and handwashing. Model appropriate habits.
10. Assist with daily cleaning and sanitation in all program environments including the kitchen, playground, classrooms, hallways, offices, restrooms and tooth brushing areas.
11. May be required to act as a Bus Monitor during field trips.
12. Respond to crisis or emergency situations that may occur. Notify appropriate staff of any incidents that occur.
13. 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 from the Head Start and/or Early Head Start Education Managers depending on assigned program and supervision from the Program Director.

H. EDUCATION: High School Diploma or equivalent is required. Current certification in Pediatric First Aid/CPR or completion within 3 months of hire. Additional coursework to support assigned work in classrooms may be required.

I. EXPERIENCE: Coursework in early childhood and/or work experience in a childcare/preschool setting is preferred. Experience in custodial/maintenance field also a plus. 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 strong confidentiality of personal information contained in files and discussed in meetings.
5. 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 as they relate to diapering. Possible exposure to emergency medical situations in which you would be required to provide aid to children.

- 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. Must have a valid driver's license and liability insurance. Physical examination and screening to rule out communicable diseases required within 30 days of hire. 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.

Employee	Date
<u>Previously signed</u>	
Tribal Administrator	Date

Manager	Date
Previously signed	
Human Resources Director	Date