



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** **Head Start Associate Teacher**  
**SUPERVISOR:** Education Manager/Disability Services Coordinator  
**LOCATION:** Zaasijiwan Head Start  
**POST DATE:** **September 24, 2024**  
**CLOSING DATE:** **October 8, 2024**

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**General Description:** The primary responsibility of this position is to provide a safe and healthy learning environment and a developmentally appropriate inclusive classroom. This responsibility is inclusive of all program environments including, but not limited to, outdoor learning areas and off-site locations. This position is to promote early learning experiences and to align curricula, assessments, and professional development to school readiness goals. Daily tasks are assigned through planning and collaborating with the lead teacher.

**Qualifications:** High School Diploma or equivalent is required. Enrollment in a program that will lead to a CDA or Associate within two years of hire required. Child Development Associate (CDA) or coursework in Early Childhood Education (ECE) or related field and prior experience is preferred. Program assistance may be available for the purpose of obtaining necessary certification(s).

**Salary: \$18.39 - \$24.75 hr. 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](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**  
**Exempt Position Description**

- A. TITLE OF POSITION:** Head Start Associate Teacher (3-5-Year-old)
- B. DEPARTMENT:** Zaasijiwan Head Start Program
- C. SUPERVISOR'S TITLE:** Head Start Education Manager/Disability Services Coordinator
- D. DESCRIPTION OF DUTIES:** This position is supervised by the Education Manager/Disability Services Coordinator, with daily tasks assigned by planning/collaborating with the lead teacher, and is responsible for providing a safe and healthy learning environment and a developmentally appropriate inclusive classroom. This responsibility is inclusive of all program environments including, but not limited to, outdoor learning areas and off-site locations. This position is to promote early learning experiences in accordance with the Head Start Early Learning Outcomes Framework and to align curricula, assessments, and professional development to school readiness goals. 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.
  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. Assist Lead Teacher to plan and implement classroom activities for a class of up to 20 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.
  6. Adapt curriculum and teaching method as necessary for children with special needs.
  7. Individualize one-to-one and group activities to reflect the unique needs and strengths of all children in the classroom.
  8. Develop and follow a consistent 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.

9. Maintain accurate 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.
10. Maintain an atmosphere that promotes and reinforces parent involvement in their child's learning and development (school and home environment).
11. May be required to act as a Bus Monitor on routine bus routes and during field trips.
12. Respond to crisis or emergency situations that may occur.
13. Attend IEP/IFSP meetings as necessary.
14. Assist in coordinating home visits for each child to share information on parenting, child development, learning progress, health and mental health, and family services.
15. Must attend all mandatory meetings and trainings.
16. Attend special events sponsored by the Head Start program, possibly evenings and/or occasionally on weekends (conferences, Family Socials, etc.).
17. 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:** 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 Head Start Education Manager/Disability Services Coordinator.

**H. EDUCATION:** High School Diploma or equivalent is required. Enrollment in a program that will lead to a CDA or Associate within two years of hire is required. Child Development Associate (CDA) or coursework in Early Childhood Education (ECE) or related field and prior experience is preferred.

**I. EXPERIENCE:** Minimum of one-year experience in a formal preschool setting is preferred.

**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 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 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. 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.

**N. SIGNATURE:**

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Employee Date

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Manager Date

Previously signed  
Tribal Administrator Date

Previously signed  
Human Resources Director Date