TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Program Aide**
SUPERVISOR: Family Service Manager/ERSEA Coordinator
LOCATION: Zasijiwan Head Start
POST DATE: **November 24, 2026**
CLOSING DATE: **December 8, 2026**

General Description: The primary responsibility of this position is to assist in providing staffing coverage as needed including actively supervising children, performing teaching activities, and completing cleaning and sanitation duties as required.

Qualifications: High School Diploma or equivalent is required**.** Coursework in early childhood and/or work experience in a childcare/preschool setting is preferred. Experience in foodservice and/or custodial/maintenance field also a plus.

Salary: $17.50-$19.60/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: Program Aide

B. DEPARTMENT: Zaasijiwan Head Start

C. SUPERVISOR'S TITLE: Family Service Manager/ERSEA Coordinator

D. DESCRIPTION OF DUTIES: This position will assist in providing staffing coverage as needed including actively supervising children, performing teaching 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 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. Communicate with teaching staff in order to become familiar with the classroom environment: attendance, emergency information, daily schedule, lesson plans, centers/activities, and overall routine.
5. Maintain the overall cleanliness of classrooms. Assist in setting up the learning environment, prepping for daily activities, sanitation of classroom equipment, and assist with laundry.
6. Sanitize classroom, equipment, materials and assist with laundry.
7. Assist with child hygiene and sanitary needs as directed during mealtimes, toileting, tooth brushing, and handwashing. Model appropriate habits.
8. Respond to crisis or emergency situations that may occur. Notify appropriate staff of any incidents that occur.
9. Assist with daily cleaning and sanitation in all program environments including the kitchen, playground, classrooms, hallways, offices, restrooms and tooth brushing areas.

E. POSITION RELATIONSHIPS:

1. **Internal:** Continuous contact with staff, children and parents.
2. **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 program Supervisor or Director.

H. EDUCATION: High School Diploma or equivalent is required.

I. EXPERIENCE: Coursework in Early Childhood and/or work experience in a childcare/preschool setting is preferred. Experience in food service and/or custodial maintenance field also a plus.

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 supervise children ages 0 to 5 of varying abilities 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 created 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 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 the bus, harnessing children into seatbelts, carrying children and supervising them with various equipment

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Program Aide to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, 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 a drug test prior to commencing employment and random testing thereafter. Criminal background check

required applicable to the job description. 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.

N. SIGNATURES:

Employee	**Date**	**Manager**	**Date**
Previously signed		Previously signed	
Tribal Administrator	**Date**	**Human Resource Director**	**Date**