TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Teacher Aide (2 Full time)**
SUPERVISOR: Head Start Education Manager
LOCATION: Zaasijiwan Head Start
POST DATE: **November 4, 2026**
CLOSING DATE: **November 18, 2026**

General Description: The primary responsibility of this position is to provide active supervision of children, documents observations, performs teaching activities, prepares for meal service, rest periods, and other activities as assigned.

Qualifications: High School Diploma or equivalent is required. Prior experience working with infants, toddlers or preschool-aged children preferred.

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: Teacher Aide (0-5-year-olds)

B. DEPARTMENT: Zaasijiwan Head Start

C. SUPERVISOR'S TITLE: Head Start Education Manager

D. DESCRIPTION OF DUTIES: This position actively supervises children, documents observations, performs teaching activities, prepares for meal service, rest periods, and other activities as assigned. Specific responsibilities include, but are not limited to the following:

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 communication and guidance 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, including but not limited to: 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. Adhere to daily classroom schedules and lesson plans to facilitate consistency in the classroom.
8. 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.
9. Assist with child hygiene and sanitary needs as directed during mealtimes, toileting, tooth brushing, and handwashing. Model appropriate habits.
10. Provide an atmosphere that promotes and reinforces parent involvement in their child's learning and development (school and home environment).
11. Respond to crisis or emergency situations that may occur. Notify appropriate staff of any incidents that occur.
12. Attend meetings, trainings, conferences, special events, occasional evening and weekend events.
13. Provide input into Program Self-Assessment, development of program goals and objectives, program budget, and other program activities, as required.

14. Provide staffing coverage as needed including substitute teacher coverage in classrooms when assigned.

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: High School Diploma or equivalent is required.

I. EXPERIENCE: Prior experience working with infants, toddlers or preschool-aged children 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 the Teacher 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. SIGNATURES:

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