



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

EARLY HEAD START CHILD CARE TEACHER

Position Description

Opens: December 7, 2018 Closes: December 20, 2018			
Department:	Education	Reports to (title):	Child Care Center Manager
Job Code:	N-5 N-7 N-10 N-11 Dependent Upon Education	Job Location:	Bois Forte Head Start– Vermilion
Pay Range:	Min: \$10.74 Mid: \$13.425 Max: \$16.11 Min: \$12.39 Mid: \$15.490 Max: \$18.59 Min: \$15.64 Mid: \$19.545 Max: \$23.45 Min: \$16.99 Mid: \$21.240 Max: \$25.49 Dependent Upon Education	Supervises:	None
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	01/01/2017
		Revised Date:	01/03/2017

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Early Head Start Child Care Teacher will implement the Early Head Start Education Plan and provide a full range of early childhood services through curriculum, meet the Performance Standards, including mental and physical health and safety, culture and nutrition activities. They will develop individualized education plans for all children, taking into account the information from staffing, on-going assessments and outcomes done with each child, as well as utilizing parental input and will implement a full range of early childhood activities, including play, learning, mealtimes, and diapering.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Develops individualized learning plans for each child based on staffing, on-going assessments and outcome information.
2. Utilizes developmentally appropriate practices and guidance, assisting children in learning skills necessary to negotiate, problem solving, care for themselves, be responsible for materials and work through difficulties.
3. Identifies and refers children with behavioral and developmental concerns. Effectively mainstream children with special needs.

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4. Prepares and implements lesson plans that assist children in developing appropriate social skills and stimulates learning.
5. Ensures and documents two-way communication between center, parents, staff, and supervisors.
6. Supports parents and encourages parent participation in the program.
7. Attends training pertinent to job duties, according to staff development plan.
8. Completes parent and classroom in-kind sheets monthly, and submits other reports as required.
9. Knows and implements the Performance Standards.
10. Creates and maintains an interesting and orderly physical environment conducive to the optimal growth and development of children.
11. Completes monthly program records and reports as necessary.
12. Creates an accepting and nurturing atmosphere for children.
13. Actively participate in floor activities with children.
14. Completes meal records at point of service.
15. Works as part of a team.
16. Attends staff meetings and related planning sessions.
17. Maintains CPR and First Aid certifications, and completes physical including a TB test upon hire and annually thereafter.
18. Maintains confidentiality and adheres to the Bois Forte and Program Code of Ethics.
19. Performs other duties as required by the regulations, policies, and procedures of the program or as assigned by the Supervisor.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• One year of experience working with children in a classroom setting |
| Education: | <ul style="list-style-type: none">• Associate's Degree |
| License/Certification: | <ul style="list-style-type: none">• Child Development Associate (CDA) per Section 645(h)(1) of the Head Start Act• CPR and First-Aid |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Must be physically, mentally, and emotionally able to work with children ages 6 weeks to 3 ½ years.• Experience working with children in a classroom setting.• Strong organization and planning abilities.• Able to lift 30 pounds.• Able to maintain effective work relationship with staff, parents and the community.• Must have knowledge of values, lifestyles and culture of Ojibwe people, and ability to work in inter-cultural situations and environments.• Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.• Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.• Ability to perform other duties as assigned.• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. |

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Early Childhood Development or Administration of Early Childhood Programs

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- Experience or background in Native American Programs
- Current or former Head Start parent

WORK ENVIRONMENT

Work environment:	<p>Office conditions: the work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.</p> <p>Outdoor conditions: the work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. Limited overnight travel may be required from time to time.</p>
Physical demands:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees and vendors.</p>
Mental demands:	<p>There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various issues.</p>

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality:	<p>All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.</p>
Background Investigation:	<p>This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.</p>
Drug Screening:	<p>All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.</p>

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail,

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and In Person. Submit applications to: Human Resources Director, Miranda Lilya, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, mlilya@boisforte-nsn.gov. Applications received after the closing date will not be accepted.