



# Bois Forte Band of Chippewa

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

## HEAD START TEACHER AIDE

### *Position Description*

Opens: September 2, 2020 Closes: Until Filled			
<b>Department:</b>	Education	<b>Reports to (title):</b>	Education and Disabilities Manager
<b>Job Code:</b>	N-7 N-9 Dependent Upon Education	<b>Job Location:</b>	Bois Forte Head Start- Vermilion
<b>Pay Range:</b>	Min: \$12.39 Mid: \$15.49 Max: \$18.59 Min: \$14.43 Mid: \$18.035 Max: \$21.64 Dependent Upon Education	<b>Supervises:</b>	None
<b>Hours/week:</b>	40	<b>Classification:</b>	Non-Exempt
<b>Type of Position:</b>	38 weeks per year	<b>Effective Date:</b>	01/01/2017
		<b>Revised Date:</b>	07/30/2019

### 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 Head Start Teacher Aide is responsible in assisting the Head Start Teacher in carrying out the classroom activities and component plans and will provide support through classroom and playground supervision of all children. Must work closely with parents and families to secure the needs of the children in the classroom.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Provide a safe environment to prevent and reduce injuries.
2. Promote good health and nutrition.
3. Provide materials and resources for children by constructing an interesting and enjoyable environment that encourages exploration and learning.
4. Assist Head Start teachers in all aspects of planning and implementing the Head Start Program for children, including, indoor and outdoor play and learning activities, mealtimes, and nap/rest times.
5. Assist in the implementation of curriculum and measurement of outcomes with the Teaching Strategies GOLD online reporting system.
6. Help create and maintain an interesting and orderly physical environment conducive to optimal growth and development of children.

## *Position Description*

7. Help create an accepting and nurturing atmosphere for children.
8. Work as part of the Head Start Center team.
9. Assure and document two-way communication between Center and parents, staff and supervisor.
10. Assist children in learning skills necessary to negotiate, problem solve, care for themselves, be responsible for materials, and work through difficulties in an age appropriate manner.
11. Attend required staff meetings and planning sessions. Attend training pertinent to job duties, according to staff development plan. Must keep CPR and First Aid up-to-date.
12. Complete required forms, records and contracts.
13. Maintain and document communication with parents and families.
14. Actively participate in floor activities with children.
15. Rotate bus aide duties.
16. Promote children's learning by openly communicating and interacting with them at all times.
17. Must maintain confidentiality and adhere to the Bois Forte and Program Code of Ethics.
18. Perform other duties as required by program regulations, policies or procedures, or as assigned by supervisor.

### MINIMUM MANDATORY QUALIFICATIONS

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| Experience:  | <ul style="list-style-type: none"><li>• One year experience working with preschool aged children.</li></ul>  |
| Education:   | <ul style="list-style-type: none"><li>• Must possess a high school diploma or GED equivalent.</li></ul>  |
| License/Certification:   | <ul style="list-style-type: none"><li>• Child Development Credential (CDA), or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, are enrolled in a CDS credential program to be completed within two years of the time of hire.</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Must submit to and pass required background checks.</li><li>• Must be physically, mentally, and emotionally able to work with children.</li><li>• Must have a complete physical including TB test upon hire, and annually thereafter.</li><li>• Must be able to lift 50 pounds.</li><li>• Must be able to maintain effective work relationship with staff, parents and the community.</li><li>• Must have knowledge of values, lifestyles and culture of Ojibwe people, and ability to work in inter-cultural situations and environments. Knowledge of Bois Forte families preferred.</li><li>• Current or former Head Start parent preferred. (45 CFR 1304.52(b)(3))</li><li>• 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.</li><li>• Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.</li><li>• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.</li></ul> |

### PREFERRED QUALIFICATIONS

- Experience or background in Native American Programs.

## Position Description

### WORK ENVIRONMENT

- Work environment:** The work environment characteristics described here are representative of 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.
- Physical demands:** 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.
- Mental demands:** 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.

### 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:** 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.
- Background Investigation:** 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.
- Drug Screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

**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](http://www.boisforte.com) to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Simona Benner, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, [sbenner@boisforte-nsn.gov](mailto:sbenner@boisforte-nsn.gov) . Applications received after the closing date will not be accepted.