



Bois Forte Band of Chippewa

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

EARLY CHILDHOOD FLOATING ASSISTANT

Position Description

| | | | |
|--------------------------------|------------|----------------------------|----------------------------------|
| Opens: August 20, 2021 | | | |
| Closes: August 27, 2021 | | | |
| Department: | Education | Reports to (title): | Early Childhood Program Director |
| Job Code: | N-7 | Job Location: | Vermilion, MN |
| Pay Range: | Negotiable | Supervises: | No |
| Hours/week: | 40 | Classification: | Non-Exempt |
| Type of Position: | Full-Time | Effective Date: | 06/10/2021 |
| | | Revised Date: | |

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.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Floating Assistant position purpose is to perform important duties that keep our facility running smoothly. The key responsibility on a day-to-day basis is to rotate from classroom to classroom to support our teachers and aides if any assistance is required. The Floating Assistant will also fill in the classroom when needed, bus aide when needed, cook when needed, and also work with the management for any assigned duties when needed.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. As a Floating Assistant, by undertaking a series of important duties that keep our program running smoothly. The key responsibility on a day-to-day basis is to rotate from classroom to classroom, office area, kitchen, or bus. Duties may include:
 - Making sure that all together with our classes, we uphold the teacher/child ratio and fill in if necessary.
 - When part of the classroom team, responsibilities include fostering each child’s social-emotional, cognitive, language, and large motor skills in a very healthy and academic atmosphere that supervises them.
 - Use dietary guidelines to serve meals and snacks.
 - Pay attention to child’s fundamental needs by feeding them, dressing them, and changing their diapers.
 - Be able to meet parents at the beginning and end of day. You’ve got to be comfortable engaging with parents, other family members, and students for this purpose.
 - Filling in for staff breaks.
 - Assist teachers with rotating classroom materials.
 - Helping classes move to different region (i.e., gym, outdoor walks)

Position Description

- Filling in as bus aide when needed.
 - Assist with our Family Fun Nights or other child/family events that are planned.
 - Helping our workers with the other jobs they may wish assistance with.
 - Assist in the kitchen with cooking, paperwork, cleaning as needed.
 - Assist management staff with a variety of office needs.
2. Other job related duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

- | | |
|--|---|
| Experience: | <ul style="list-style-type: none">• Three months to a year in related experience. |
| Education: | <ul style="list-style-type: none">• High school diploma or GED. |
| License/Certification: | <ul style="list-style-type: none">• Possess a valid Minnesota's driver's license and insurable under the RTC Auto insurance policy.• Must be willing to obtain a Child Development Associate (CDA) credential. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Must be willing to have a flexible daily schedule.• Must be willing to work with children 0-5 years of age.• Must be willing to travel for necessary training.• Must be responsible, self-motivated and a team player. Ability to maintain effective working relationships with co-workers.• Demonstrate punctual and reliable attendance in accordance with designated work schedule.• Willing to work flexible hours.• Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment.• 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

- None

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. The daily schedule of this job is to work as a Floating Assistant, meaning your schedule will change daily. The position requires you to work in either Head Start, Early Head Start, kitchen, office area, and bus aide when needed. |
| 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 riding bus and working in the kitchen. 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. |

EARLY CHILDHOOD FLOATING ASSISTANT

Position Description

Mental demands: The employee must be able to adapt, extent to which the employee adjusts to changes within the position or working conditions.

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 will 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 to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, hrgeneralist@boisforte-nsn.gov . Applications received after the closing date will not be accepted.