



# Bois Forte Band of Chippewa

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

## HEAD START TEACHER

### Position Description

<b>Opens: March 09, 2022</b>			
<b>Closes: March 21, 2022</b>			
<b>Department:</b>	Education	<b>Reports to (title):</b>	Education and Disabilities Manager
<b>Job Code:</b>	N-11 N-12 Dependent Upon Education	<b>Job Location:</b>	Bois Forte Head Start – Vermilion
<b>Pay Range:</b>	Min: \$16.99 Mid: \$21.240 Max: \$25.49 Min: \$18.52 Mid: \$23.15 Max: \$27.78 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>	03/08/2022
		<b>Revised Date:</b>	03/08/2022

### 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 will provide educational services to preschool-aged children in an assigned classroom setting. Provide educational and support services to families of enrolled children, while assuring that confidentiality is maintained in a professional manner. Incumbent will implement the Head Start Early Childhood Education Plan and provide the full range of early childhood services through the curriculum, meet the Performance Standards, including mental and physical health and safety, culture and nutrition activities.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Develop individualized learning plans for each child based on staffing, on-going assessments and outcome information.
2. Utilize developmentally appropriate practices and guidance, assist 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 developmental/behavioral concerns and effectively mainstream children with special needs, and support their integration into the classroom.
4. Prepare and implement lesson plans.
5. Update the Teaching Strategies Gold website weekly. Record observations and assessments, and upload lesson plans by the required dates.
6. Conduct required home visits and parent/teacher conferences each year.

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7. Support parents and encourage parent participation in the program.
8. Complete parent and classroom in-kind sheets monthly.
9. Attend training pertinent to job duties according to the Staff Development Plan.
10. Know and implement the Head Start Performance Standards.
11. Create and maintain an interesting and orderly physical environment conducive to the optimal growth and development of children.
12. Create an accepting and nurturing atmosphere for children.
13. Assure, maintain and document two-way communication between Center and parents, staff and supervisor.
14. Support the work efforts of other members of the Classroom Team.
15. Rotate as bus aide.
16. Promote children's learning by openly communicating and interacting with them.
17. Actively participate in floor activities with children.
18. Translate theory and professional training into practical solutions.
19. Attend staff meetings and planning sessions.
20. Must maintain confidentiality and adhere to the Bois Forte and Program Code of Ethics.
21. Perform 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"><li>• One year experience in a preschool classroom.</li></ul>  |
| Education:   | <ul style="list-style-type: none"><li>• A.A., Bachelor's or advanced degree in early childhood education; or</li><li>• An A.A., Bachelor's or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-aged children.</li></ul>  |
| License/Certification:   | <ul style="list-style-type: none"><li>• Must keep CPR and First Aid up-to-date.</li><li>• CDL with a school bus endorsement.</li></ul>   |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Evidence of sufficient maturity and judgment to handle crisis situations.</li><li>• Must have a complete physical including TB test upon hire, and annually thereafter.</li><li>• Demonstrated sensitivity and empathy for Head Start children and their families.</li><li>• Ability to develop a comfortable and safe environment to enhance the educational endeavors of children.</li><li>• Ability to lift 30 pounds.</li><li>• Must be physically, mentally, and emotionally able to work with children.</li><li>• Must submit to and pass required background checks.</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></ul> |

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- 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

- Experience or background in Native American Programs.

### 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.

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Vaccine Requirement: The Bois Forte RTC adopted the COVID-19 Vaccination Requirement (Resolution No. 61-2022) which provides that COVID-19 vaccination is required for all employees of the Bois Forte Tribal Government and Band-owned businesses. That Requirement also applies to newly hired employees who must by their first date of employment either (1) present proof of receiving all COVID-19 vaccinations for which they are eligible under CDC guidance or (2) be approved for a medical or religious exemption from the Vaccine Requirement. If the employee only presents proof of the first dose of a two-dose COVID-19 vaccine by the first date of employment, the employee must further present proof of a second dose within 30 days of the date of the employee's first dose and proof of a booster vaccination within one month of eligibility. If the employee only presents proof of a single-dose COVID-19 vaccination or both doses of a two-dose COVID-19 vaccination by the first date of employment, the employee must further present proof of a booster vaccination within one month of eligibility.

**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 Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.**