



# Bois Forte Band of Chippewa

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

## HEAD START/EARLY HEAD START TEACHER AIDE SUBSTITUTE

### Position Description

<b>Opens: June 12, 2023</b>			
<b>Closes: December 15, 2023</b>			
<b>Department:</b>	477 Program/Early Childhood Programs	<b>Reports to (title):</b>	Early Childhood Programs Director
<b>Job Code:</b>	N-4	<b>Job Location:</b>	Bois Forte Head Start Nett Lake or Vermilion, MN
<b>Pay Range:</b>	Min\$12.00 Mid\$15.00 Max\$18.00	<b>Supervises:</b>	None
<b>Hours/week:</b>	Varies	<b>Classification:</b>	Non-Exempt
<b>Type of Position:</b>	On- call	<b>Effective Date:</b>	06/09/2023
		<b>Revised Date:</b>	06/09/2023

### 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/Early Head Start Teacher Aide Substitute is responsible for assisting the Head Start and Early Head Start Teachers as a substitute teacher. Responsibilities of this position include carrying out the classroom activities and component plans currently in place and providing support through classroom and playground supervision of all children. Must work closely with parents and families to support and meet 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 and Early Head Start teachers in all aspects of planning and implementing the Head Start and Early Head Start Programs 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.
7. Help create an accepting and nurturing atmosphere for children.
8. Work as part of the Head Start and Early Head Start Center team.

## *Position Description*

9. Assure and document two-way communication between the Center and parents, staff, and supervisors.
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. Must have a complete physical including TB test upon hire, and annually thereafter.
12. Actively participate in floor activities with children.
13. Complete required forms, records, and contracts.
14. Maintain and document communication with parents.
15. Rotate bus aide duties.
16. Promote children's learning by openly communicating and interacting with them on the bus.
17. Must maintain confidentiality and adhere to the Bois Forte and Program Code of Ethics.
18. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
19. 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>• Must be willing to obtain a Child Development Associate (CDA) credential within one year 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 be able to lift 50 pounds.</li><li>• Must be able to maintain effective work relationships 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 training and help desk.</li><li>• Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.</li><li>• Ability to perform other duties as assigned.</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.

**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: 218-757-6781, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) . Applications received after the closing date will not be accepted.**