



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: February 25, 2025 Closes: March 10, 2025 | | | |
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| Department: | 477 Program/Early Childhood Programs | Reports to (title): | Early Head Start Child Care Center Manager |
| Job Code: | N-9 N-11 N-12 Dependent Upon Education | Job Location: | Bois Forte Head Start– Nett Lake |
| Pay Range: | Min: \$16.06 Mid: \$20.07 Max: \$24.09 Min: \$18.04 Mid: \$22.55 Max: \$27.07 Min: \$19.13 Mid: \$23.91 Max: \$28.69 Dependent Upon Education | Supervises: | None |
| Hours/week: | 40 | Classification: | Non-Exempt |
| Type of Position: | Full-Time | Effective Date: | 02/12/2025 |
| Indian Child Protection Background: | Yes | Revised Date: | 02/12/2025 |

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. Develop individualized learning plans for each child based on staffing, on-going assessments, and outcome information.
2. Utilize 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. Identify and refer to children with behavioral and developmental concerns. Effectively mainstream children with special needs.
4. Prepare and implement lesson plans that assist children in developing appropriate social skills and stimulate learning.

Position Description

5. Ensure and documents two-way communication between center, parents, staff, and supervisors.
6. Support parents and encourage parent participation in the program.
7. Attend training pertinent to job duties, according to staff development plan.
8. Complete parent and classroom in-kind sheets monthly and submit other reports as required.
9. Know and implement the Performance Standards.
10. Create and maintain an interesting and orderly physical environment conducive to the optimal growth and development of children.
11. Complete monthly program records and reports, as necessary.
12. Create an accepting and nurturing atmosphere for children.
13. Actively participate in floor activities with children.
14. Complete meal records at point of service.
15. Work as part of a team.
16. Attend staff meetings and related planning sessions.
17. Maintain CPR and First Aid certifications and completes physical including a TB test upon hire and annually thereafter.
18. Maintain confidentiality and adheres to the Program Code of Ethics and adhere to Program Handbooks.
19. Adhere to the requirements of a mandated reporter; submit reports and reports child maltreatment in accordance with the Tribal, State and Federal mandated reporting law requirements.
20. 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.
21. 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">• High School Diploma. |
| License/Certification: | <ul style="list-style-type: none">• Child Development Associate (CDA) per Section 645(h)(1) of the Head Start Act or obtain within one year of employment.• 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 50 pounds.• Able to maintain effective work relationships 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 training 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

- Child Development Associate (CDA) or Administration of Early Childhood Programs.
- Experience or background in Native American Programs.

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- Current or former Head Start parent.

WORK ENVIRONMENT

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| 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

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| 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 complete 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 Applications received after the closing date will not be accepted.