



# WHITE EARTH RESERVATION

**CHAIR** Terrence “Terry” Tibbetts **SECRETARY-TREASURER** Leonard Alan Roy  
**DISTRICT I** Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene “Umsy” Tibbetts

## Job Announcement

**Position:** Head Start Teacher Assistant  
**Location:** White Earth  
**Pay:** \$14.33/hr.

**Benefits:** Full

**Open:** 10-15-18  
**Close:** 10-19-18  
**Status:** Full Time

The White Earth Reservation Tribal Council is seeking a qualified candidate to assist the lead teacher in instructing preschool children in activities designed to promote social, physical, emotional, and intellectual growth needed for entering primary school and driving bus.

### Position Outcomes:

- Assist the lead teacher teach lessons and activities to meet the needs of children in the classroom and on educational field trips.
- Help prepare lessons and materials and teach to class according to department guidelines and within appropriate developmental limits.
- Drive, prepare and inspect the Head Start bus in accordance with all applicable laws to transport Head Start children and families safely.
- Complete paperwork and prepare information in accordance with department guidelines.
- Comply with reporting standards regarding child abuse or neglect as a mandated reporter for the safety of children.

### Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Reservation Tribal Council and the White Earth Head Start.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of local laws and regulation regarding transportation of students.
- Knowledge of administrative and clerical procedures and systems such as managing files and records, designing forms and other office procedures and terminology.
- The ability to add, subtract, multiply, or divide quickly and correctly.
- Ability to occasionally lift up to thirty pounds.

### Qualifications:

- High School Diploma or GED and a Child Development Associate (CDA) credential; or
- Enrolled in a program leading to an associate or bachelor's degree; or
- Enrolled in a Child Development credential program to be completed within 2 years.
- Valid MN commercial driver's license (CDL) with a school bus and passenger endorsement, or the ability to obtain one within 45 days of hire and ability to obtain a CDL physical exam within 45 days of hire.
- Reliable vehicle and insurance for travel between sites and other business-related destinations.
- Must be able to pass a criminal background check and drug screening.

**Mail Applications to:**  
White Earth Tribal Council  
Attention: Personnel  
P.O. Box 418  
White Earth, MN 56591

**Download Applications at:** [www.whiteearth.com](http://www.whiteearth.com)

*EEO with Native Preference.*

*A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.*