



# WHITE EARTH RESERVATION

CHAIR Michael Fairbanks SECRETARY-TREASURER Michael LaRoque  
DISTRICT I Henry Fox DISTRICT II Eugene Sommers DISTRICT III Cheryl Laura Erickson

## Job Announcement

**Position:** Child Care Education and Training Coordinator

**Location:** White Earth

**Pay:** \$25.53/hr.

**Benefits:** Full

**Open:** 11-18-24

**Close:** 11-29-24

**Status:** Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for coordinating the development and implementation of various curricula and training throughout the White Earth Reservation that will provide early and school-age childhood education to increase and promote child development awareness and ensure school readiness through quality care. This position is responsible for coordinating and developing the educational components for grants, events and reports.

### Position outcomes:

- Manage and establish childhood curriculum and assessments for childcare providers and parents to support quality care, school readiness and early literacy.
- Build relationships with providers, families and other programs in the communities to acknowledge their strengths and needs.
- Research, write and support curriculum with objectives that are developmentally, individually, and culturally appropriate, and meet Minnesota's Early Childhood Indicators of Progress Standards (ECIPS).
- Provide guidance on Parent Aware quality rating system.
- Teach early childhood and school-age curriculum trainings to childcare providers, teachers, office staff, and parents to increase outcomes in quality care, school readiness and early literacy.
- Administer early childhood classes on-site behavioral and developmental observations.
- Coach staff and families on concerns and formulative referrals as needed.
- Provide on-going support and mentoring per individual request and needs.
- Provide guidance to teachers on parent/teacher conferences based on child assessments, observations, and outcomes.
- Coordinate and collaborate with curriculum assistant on education components including monitoring children's files, forms and documentation.
- Performs other duties and responsibilities as required or assigned.

### Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Child Care Department.
- Ability to supervise and mentor others and set a positive role model for staff, children and parents.
- Ability and experience in teaching community training and working with adult learners.
- Knowledge of leadership, organizational, people and grant writing skills.

### Qualifications:

- **Bachelor's degree in early childhood.**
- **Trainer certification with achieve or willingness to obtain it within (90) days of hire date.**
- **CPR, First Aid Certificates upon hiring.**
- **Valid Driver's License and insurance for travel between sites and other related businesses.**
- **Must be able to pass a criminal background check and drug screening.**

#### Mail Applications to:

White Earth Reservation Business Committee  
Attention: Human Resources  
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.*