



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Jacob McArthur
DISTRICT I Henry Fox DISTRICT II Alrick "Son" Accobee DISTRICT III Laura Erickson

Job Announcement

Position: C.C. Lead Teacher/Site Supervisor

Location: Naytahwaush

Pay: \$23.64/hr.

Benefits: Full

Open: 08-03-26

Close: 08-07-26

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for planning and implementing developmentally appropriate services and curricula for children, while providing direct supervision of Center staff and the implementation of Center policies and employee policies at the Mahnomen Child Care Learning Center.

- Supervises staff and ensures high quality care for newborn through school age children in the Mahnomen Child Care Learning Centers to ensure safe, warm, nurturing environment in which children can grow physically, emotionally, socially, and intellectually.
- Listens and responds to clients and staff to maintain a high level of satisfaction.
- Performs administrative duties and supervising staff and children, including proper documentation to ensure compliance with established policies and procedures, licensing standards, food program requirements.
- Direct and coordinate activities of classroom staff to ensure program quality and efficiency.
- Ensure the center is completing required documentation regarding diaper changes, food/intake, accident/incident reports, sanitizing and disinfection.
- Direct and coordinate activities of classroom staff to ensure program quality and efficiency.
- Completes necessary curriculum progress reports, staff schedules, billing and monthly reports for Child Care Coordinator.
- 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.
- Knowledge of the White Earth Reservation demographics, Culture, and lifestyles.
- Ability to supervise and mentor others and set a positive role model for staff, children and parents.
- Ability to foster a cooperative work environment.
- Knowledge of Early Childhood development, theories and practices related to children with special needs, infants, toddlers, preschool and school age children. Including emotional, behavioral cognitive and nutritional needs.
- Ability to deal with unpleasant, angry or discourteous children, parents, and staff.
- Ability to understand and implement the duties of a mandated child maltreatment reporter.

Qualifications:

- CDA or AA in Early Childhood or (at least six courses in Early Childhood Development).
- Minimum of one-year Supervisory skills
- Minimum of one-year working in Early Childhood.
- CPR, First Aide, and Safe-Serve Certifications upon hiring.
- Valid Driver's License and insurance for travel between sites and other business-related destinations.
- Must meet licensing requirements as prescheduled by the Tribal licensing standards.
- Must be able to pass a criminal background check and drug screening.

Mail Applications to:

White Earth Tribal Council
Attention: Human Resources
P.O. Box 418
White Earth, MN 56591

Download Applications at: 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.