



WHITE EARTH RESERVATION

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

White Earth Reservation Business Committee JOB ANNOUNCEMENT

Position: Child Care Lead Teacher Infant and Toddlers

Location: White Earth

Pay: \$22.51/Hr.

Benefits: Full time

Open: 10-19-26

Close: Until Filled

Status: Full Time

The White Earth Reservation Business Committee is seeking a qualified candidate to plan and implement developmentally appropriate curriculum for children, while providing direct supervision in the implementation of curriculum for children enrolled at the White Earth Child Care infants and toddler room. At various hours, 7:30 a.m. to 5:00 p.m.

Position Outcomes:

Develop and implement daily programs that engage children in and promote physical, mental and social development, such as games, arts, craft, musing, storytelling and active play.

- Completes necessary curriculum progress reports and develop information newsletters to clients.
- Completes required documentation regarding diaper changes, food/intake, accident/incident reports, lesson plans, sanitizing, and disinfecting, naps and personal hygiene.
- Communicate regularly with children and families through parent conferences, correspondences, visits, or phone calls for relationship building.
- Always ensure safe and attractive environment for children.
- Ensures general files included documentation such as deposits, transactions, customer statements, attendance/incident, infant diaper change log, no-shows and cleaning documentation.
- Maintain general files, child files, county, tribal and food program to ensure compliance with department policies and procedures.

Knowledge, Skills, and Abilities Required:

- Knowledge of Early childhood development, theories and practices related to children with special needs, infants, toddlers, preschool and school age children. Including emotional, behavior cognitive and nutritional needs.
- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Education department.
- Ability to supervise and mentor others and set a positive role model for staff, children, and parents.
- Ability to foster a cooperative work environment.
- Ability to deal with challenging issues involving children's parents and or staff.
- Ability to understand and implement the duties of a mandated child maltreatment reporter.

Qualifications Include:

- High School diploma/GED.
- Minimum of one-year experience working with children aged 0-5 years old.
- Valid Driver's License and insurance for travel between sites and other business-related destinations.
- Must meet licensing requirements as prescribed by the Tribal licensing standards.
- CPR, First Aid, and Safe-Serve Certifications upon hiring.

Send Applications to:

White Earth Reservation Business Committee

ATTN: Human Resources

P.O. Box 418

White Earth, MN. 56591

Download Applications:

www.whiteearthnation.com

EEO with Native American Preference

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

Background Checks performed