



WHITE EARTH RESERVATION

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

Job Announcement

Position: Early Childhood Education and Training Coordinator
Location: White Earth
Pay: \$25.53/hr.

Benefits: Full

Open: 03-17-25
Close: Until filled
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:

- Supervises staff and ensures high quality care for newborn through school age children in all tribal 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.
- 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 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.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.

Qualifications:

Associate's degree with 4 early childhood classes and 2 years of Early Childhood Experience OR Child Development Associate (CDA) Credential and 2 years of Early Childhood Experience.

- Trainer certification with Achieve or willingness to obtain it within 90 days of hire day.
- CPR, First Aid Certificates upon hiring
- Valid MN Driver's license, reliable transportation and valid insurance.

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

EEO with Native Preference.

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