WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque

DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Erickson

White Earth Reservation Tribal Council

Job Announcement

Position: Head Start Substitute **Open:** 07-14-25
Location: Various Sites **Close:** Until Filled
Pay: $20.59/hr. **Benefits:** 401K **Status:** Part time Up to 29.5 hours a week not guaranteed 29.5 hours a week.

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for substituting at any of the White Earth Childcare Centers on a scheduled or on-call basis for up to 29.5 hours per week. The substitute will assist with instructional activities that promote social, physical, emotional, and intellectual growth, as well as care for the individual needs of the children including feeding, changing, and hygiene.

Position out comes:

- 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.
- Serve as a monitor on the bus during routes in the morning and/or afternoon to assist in compliance with all applicable laws and procedures to safely transport children.
- 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.
- 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 White Earth Head Start Program.
- 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 experience working with young children.
- Valid Drivers 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.
- CPR, First Aid, and Safe-Serve Certifications upon hire.

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.

P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-4646 | Fax (218) 983-4343