



WHITE EARTH RESERVATION

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

JOB ANNOUNCEMENT

Position: Head Start Teacher Assistant

Location: Mahnomen

Pay: \$20.59/hr.

Benefits: Full

Open: 02-03-25

Close: Until filled

Status: Full Time

The White Earth Reservation Business Committee is seeking a qualified candidate to assist the lead teacher in instructing preschool children in activities designed to promote social, physical, emotional, and intellectual growth needed for entering primary school and driving bus.

Position Outcomes:

- 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.
- Drive, prepare and inspect the Head Start bus in accordance with all applicable laws to transport Head Start children and families safely.
- 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.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Reservation Tribal Council and the White Earth Head Start.
- 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 a Child Development Associate (CDA) credential.
- Enrolled in a program leading to an Associates or baccalaureate degree.
- Enrolled in a Child Development credential program to be completed within two (2) years.
- Valid MN Commercial driver's license (CDL) with a school bus and passenger endorsement, or the ability to obtain one within (45) days of hire and ability to obtain a (CDL) physical exam within (45) days of hire.
- Valid driver's license and insurance for travel between sites and other business-related destinations.
- 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

EEO with Native Preference

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