



# WHITE EARTH RESERVATION

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

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## JOB ANNOUNCEMENT

**Position:** Head Start Teacher Assistant

**Location:** Mahnomen

**Pay:** \$20.59/hr.

**Benefits:** Full

**Open:** 12-16-24

**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](http://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