



# 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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## White Earth Reservation Business Committee

**Position:** Ojibwe Dual-Language Teacher Assistant

**Location:** White Earth

**Pay:** \$22.51 Hr.

**Benefits:** 401K

**Open:** 05-05-25

**Close:** Until filled

**Status:** Full time

The White Earth Head Start is looking for responsible per for assisting the Lead Teacher in instructing preschool children while utilizing Ojibwemowin at a rate of at least 50% 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 with teaching lessons and activities to meet the needs of children in the classroom and on educational field trips.
- Help maintain the individual learning plans in accordance with department service plans and federal regulations.
- Help prepare lessons and materials and teach to class according to department guidelines and within appropriate development limits.
- Fill in as the Lead Teacher in their absence.
- Drive the Head Start bus in accordance with all applicable laws to transport Head Start children and families safely.
- Prepare and inspect the bus prior to each trip.
- Comply with reporting standard regarding child abuse or neglect as a mandated reporter for the safety of children.

**Knowledge, Skills, & Abilities:**

- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Head Start Program.
- Knowledge of the demographics, culture, customs, and lifestyles of the White Earth Reservation.
- Ability to foster a cooperative work environment.'
- Knowledge of the structure and content of the English language including ethe meaning and spelling of words, rules of composition, and grammar.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Knowledge of talking to convey information effectively to groups or one-on-one with staff, communicating effectively in writing thought routine reports, correspondence, and procedure manuals.

**Qualifications Include:**

- High School Diploma/GED and (1.) Child Development Associate (CDA) credential or (2) Enrolled in a program leading to an Associate or Baccalaureate degree; or (3) Enrolled in a Child Development credential program to be completed within (2) years.
- Have completed at least through Ojibwe 2 (or demonstrate equivalent knowledge of the language per proficiency exam) and demonstrate interest to pursue/complete sequenced levels of Ojibwe language courses (or) a language certificate program.
- Valid MN Commercial drivers 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.
- Must be able to pass a criminal background check and drug screening.

**Send Applications to:**

White Earth Reservation Business Committee  
Attn: Human Resources  
P.O. Box 418  
White Earth, MN. 56591

**Download Applications at:**

[www.whiteearth.com](http://www.whiteearth.com)