



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

POSITION: Assistant Child Care Teacher – **3 Positions**

LOCATION: Red Cliff Early Childhood Center

WAGE: \$9.00 to \$11.00 per hour (depending on education & experience)

SUPERVISOR: Child Care Coordinator

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

JOB SUMMARY: Serve as full-time assistant teacher for a child care classroom. The assistant teacher will be responsible for planning and implementation of educational programs which reflect best practices and integration of Ojibwe language and culture into curriculum. Must always ensure the safety and well-being of all children.

DUTIES AND RESPONSIBILITIES:

1. Maintain confidentiality of all child's and family information and records.
2. Promotion of safe, attractive and stimulating physical environment for children while establishing and maintaining consistency of rules.
3. Assist the teacher with preparing lesson plans and implement daily.
4. Reinforce positive self-image, pride and cultural identity with children during all activities.
5. Maintain accurate daily records on attendance, daily intake, medical log and children's eating/sleeping/toileting information for distribution in child file and to parents as well as other required forms.
6. Maintain and document all contacts with parents. Develop and maintain a professional relationship with parents of children enrolled in program.
7. Positive child guidance techniques will be utilized by all staff when needed
8. Collaborate with other staff, parents and community resources to incorporate Ojibwe language and culture into daily activities and curriculum.
9. Must attend and participate in all staff meetings and any other meetings as requested and/or job-related trainings as required. In addition, must maintain continuing education as determined by the Center Director and State of Wisconsin.

"The Hub of the Chippewa Nation"

10. Work with county, tribal and community service providers in order to provide necessary service to the child and their parents.
11. Notify supervisor in advance of any known absences you will have. **You are responsible for arranging for your own qualified substitute in your absence.**
12. Adhere to all ECC policies and procedures and ensure the Federal Performance Standards and State of WI Group Child Care Licensing Regulations are being met.
13. Develop and maintain a professional relationship with parents of children enrolled in the center.
14. Must be able to work a flexible schedule to meet the needs of children, families and other staff.
15. Any program equipment, cameras, laptops or any other supplies purchased or obtained by the Child Care Program must remain with the Child Care offices and cannot be used outside of the Child Care Center unless you have prior express permission by the Child Care Coordinator to use outside the center.
16. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE:

1. Knowledge of the uniqueness of the Red Cliff community desired
2. Knowledge of Ojibwe culture and language desired
3. Must have knowledge and experience in child guidance and child development

QUALIFICATIONS:

1. Must be 18 year of age or older
2. Minimum of high school diploma, HSED or GED required.
3. Preferred associate's degree in Early Childhood Education or in the process of obtaining your associates degree in Early Childhood Education.
4. Additional training or education in early childhood development is highly desirable.
5. Coursework or any specialized training in Infant/Toddler development highly desirable.
6. Must complete the two following courses: **Introduction to Child Care Profession** and ***Fundamentals of Infant and Toddler Care** (*within the first six months of employment.)
7. Prior experience and or a strong desire to work with your children and their families required.
8. Ability to work effectively and cooperatively with staff, parents, community members and other support system in the best interest of the child is required.

PERSONAL CONTACTS: Considerable daily contact will be made with the general public, tribal leadership, Program Directors and staff, consultant(s), and the Tribal Community. Collaborative professional relationship with parents and extended families.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed in overhead storage or shelving. Must be physically able to work with young children, including a minimum of **lifting 40 pounds**.

"The Hub of the Chippewa Nation"

SPECIAL REQUIREMENTS: FBI Fingerprinted at a Field Office, health exam, immunization including Hepatitis B (or sign waiver) Mumps vaccine (or waiver or proof of immunity). Attend required trainings such as Confidentiality, CPR, Shaken Baby Syndrome, etc.

WORK ENVIRONMENT: Primary work environment is in the Child Care Classroom. All Tribal Buildings are smoke free.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the image or name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer's discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references, available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the Tribal website.
3. Consent to Release Liability and Reference Information Form; available on the Tribal website.
4. Cover letter and resume.
5. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: February 19, 2021

DEADLINE: Open Until Filled

FOR FURTHER INFORMATION CONTACT:

Red Cliff Band of Lake Superior Chippewa

Human Resources Department

88455 Pike Road

Bayfield, WI 54814

www.redcliff-nsn.gov

hr@redcliff-nsn.gov

"The Hub of the Chippewa Nation"

(715)779-3700

**Ashley Poch, Human Resources Director ext. 4268 or
Diane Cooley, Human Resources Coordinator ext. 4267**

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement the application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

All Early Childhood Center employees must submit mandatory criminal background check information to Human Resources Department with application. Per WI Department of Children & Families (DCF) Bureau of Early Care Regulation (BECR) memo 2014-3, as of 12-31-16 all licensed child care center employees must complete a fingerprint-based background check prior to employment and repeated as required by the Department of Children & Families. Every year thereafter, a name-based background check through the Department of Justice (DOJ) must be conducted annually or following any conviction occurring after commencement of employment.

EMPLOYEE BENEFITS PACKAGE

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 11 paid holidays.

"The Hub of the Chippewa Nation"