



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Substitute Day Care Aid
SUPERVISOR: Tribal Day Care Director
LOCATION: William Wildcat Tribal Building
POST DATE: June 28, 2018
CLOSING DATE: July 12, 2018

General Description: The primary responsibility is to interact and supervise children and ensure a safe learning environment, including times in classroom, outdoor play areas and on field trips.

Qualifications: High school diploma or equivalent is required. Post high school coursework in Early Childhood Education/Development highly desirable.

Salary: \$10.00 per hour/ Dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located via website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

TITLE OF POSITION: Substitute Day Care Aid

A. DEPARTMENT: Day Care

B. SUPERVISOR'S TITLE: Tribal Day Care Director

D. DESCRIPTION OF DUTIES: The primary responsibility is to interact and supervise children and ensure a safe learning environment, including times in classroom, outdoor play areas and on field trips. Specific responsibilities include but are not limited to the following:

1. Work with children in center and play area
2. Plan and carry out activities and learning experiences for children
3. Assist children in developing good social skills (eating, resting, playing habits, etc.).
4. Become familiar with Child Care Center Performance Objective and Statements of Policies
5. Must learn licensing requirements set by State/Federal regulations
6. Maintain necessary information on each child and keep confidentiality
7. Maintain a safe and healthy classroom at all times.
8. And others duties as assigned by supervisor.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with other day care staff
2. **External:** Frequent contact with parents and families

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Day Care Director

H. EDUCATION: A high school diploma or equivalent is required. Post high school coursework in Early Childhood Education/Development highly desirable.

I. EXPERIENCE: Previous experience working in a day care center or preschool setting is preferred.

J. SKILLS: Must have a desire and be comfortable working with preschool and school age children. Maintain confidentiality. CPR and First Aid certification preferred.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Normal day care center conditions

- 2. **Exposure to Hazards:** Equipment and cleaning products. May be exposed to situations where children's behavior may create undesirable conditions.
- 3. **Physical Requirements:** Daily kneeling, stooping, bending and sitting on floor, occasional lifting up to 50lbs and ability to move quickly in response to a child's needs.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Substitute Day Care Aid to perform 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 attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Must submit to a drug test prior to commencing employment and random testing thereafter. Negative TB test, and physical examination is required upon hire and annually thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians

N. SIGNATURE:

Employee **Date**

Manager **Date**

Tribal Administrator **Date**

HR Director **Date**