

PRE-PRIMARY TEACHING ASSISTANT II

1 Part-Time (up to 29 hours/week), Non-exempt position available

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Current Resume'
- Personal Statement
- Documentation of CDA, if applicable
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services (formerly Family Independence Agency)
- Minimum of three (3) Letters of Recommendation
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Pauline Spruce, Personnel Director
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Distribution Date: February 8, 2012

Closing Date: February 24, 2012 at 4:00 pm

POSITION ANNOUNCEMENT

POSITION: **PRE-PRIMARY TEACHING ASSISTANT II**
1 Part-Time (up to 29 hours/week), Non-exempt position available

LOCATION: KBIC Pre-Primary Center
Baraga, Michigan 49908

SUPERVISORY CONTROL: Pre-Primary Education Director

SALARY: Grade 3 (minimum starting wage = \$8.91/hour)

QUALIFICATIONS:

- Must have High School Diploma or GED
- Must have a combination of education and Child Care Provider experience equaling at least six (6) months.
- CPR and First Aid Certification preferred, or must obtain within 3 months of date of hire.
- CDA will be required to be completed within the time structure set forth.
- Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):
 - Crimes of violence
 - Sexual assault
 - Molestation
 - Exploitation
 - Contact with or prostitution
 - Crimes against persons
 - Offenses committed against children
 - Child abuse or neglect
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

INDIAN PREFERENCE: Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference will also be given to qualified Veterans (need DD214).

DUTIES AND RESPONSIBILITIES:

Assist Pre-Primary Education Director in providing appropriate early childhood education experiences for child in art, music, literature, and play.

Assist in promoting and supervising the healthy emotional, social, intellectual, and physical development of each child.

Assist in upkeep of the Education Center and all equipment and materials.

Eat all meals with children and assist in development of good nutrition habits and table manners.

Help children establish good habits of toileting and personal hygiene and cleanliness

Assist in supervising all activities to insure safety of each child at all times.

Maintain prompt hours; notify Pre-Primary Education Director in the event of illness or upcoming absence (ahead of time).

Maintain neat and clean appearance.

Work with all other staff members in a cooperative manner.

Attend and participate in staff meetings.

Must attend trainings as designated by Pre-Primary Education Director.

Work toward attainment of a Child Development Associate Certification (CDA) and First Aid/CPR certification within time structure set forth.

Must make referrals as necessary pertaining to children and families.

Is bound by mandatory reporting requirements as determined by Tribal, State and Federal Law.

Must work in a cooperative spirit with tribal and local resources to best meet the needs of the children and families.

Must serve as a positive role model for staff, community, families and children.

Other duties as assigned by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

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