

# KEWEENAW BAY INDIAN COMMUNITY

## 2018 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President  
JENNIFER MISEGAN, Vice President  
SUSAN J. LAFERNIER, Secretary  
TONI J. MINTON, Assistant Secretary  
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.  
FRED DAKOTA  
RANDALL R. HAATAJA  
MICHAEL F. LAFERNIER, SR.  
GARY F. LOONSFOOT, JR.  
RODNEY LOONSFOOT  
ELIZABETH D. MAYO

## PRE-PRIMARY TEACHING ASSISTANT II

One (1) Part-Time (up to 37 hours/week), Non-exempt position

***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
- Copy of High School Diploma, GED, or High School Certificate of Completion
- College Transcripts, if applicable
- Documentation of CDA, if applicable
- Documentation of CPR/First Aid certification, if applicable
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Health & Human Services
- 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
- If you are a KBIC member working towards obtaining your GED, you must provide verification

Keweenaw Bay Indian Community  
Beth Fish, Personnel Director  
16429 Beartown Road  
Baraga, MI 49908  
906-353-6623, ext. 4140 & 4176  
Fax: 906-353-8068  
Email: [personnel@kbic-nsn.gov](mailto:personnel@kbic-nsn.gov)

**Distribution Date:** November 6, 2018

**Closing Date:** November 20, 2018 at 4:00pm

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**

"Home of the Midnight Two-Step Championship"

 10/2/18  
CEO APPROVAL DATE

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## POSITION ANNOUNCEMENT

### **POSITION:**

**PRE-PRIMARY TEACHING ASSISTANT II**  
Part-Time (up to 37 hours/week), Non-exempt position

### **LOCATION:**

KBIC Pre-Primary Center  
Baraga, Michigan 49908

### **SUPERVISORY CONTROL:**

Pre-Primary Education Director

### **SALARY:**

Grade 3 (minimum starting wage = \$9.80/hour) W/O CDA  
Grade 4 (minimum starting wage = \$11.47/hour) W/CDA  
Grade 5 (minimum starting wage = \$12.43/hour) W/Associate Degree

### **QUALIFICATIONS:**

- Must have a High School Diploma, GED, or High School Certificate of Completion.
  - This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.
  - This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below.
- Must have at least six (6) months of post-secondary education in Child Development or a related field; **OR** six (6) months experience as a Child Care Provider; **OR** a combination of both equaling at least six (6) months.
- CPR and First Aid Certification preferred, or must obtain within 3 months of date of hire.
- Child Development Associate (CDA) certification will be required to be completed within the time structure set forth.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- 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 Veterans who do not have bad conduct or dishonorable discharges (need DD214).

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**

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## **DUTIES AND RESPONSIBILITIES:**

1. Assist Pre-Primary Education Director in providing appropriate early childhood education experiences for child in art, music, literature, and play.
2. Assist in promoting and supervising the healthy emotional, social, intellectual, and physical development of each child.
3. Assist in upkeep of the Education Center and all equipment and materials.
4. Eat all meals with children and assist in development of good nutrition habits and table manners.
5. Help children establish good habits of toileting and personal hygiene and cleanliness
6. Assist in supervising all activities to insure safety of each child at all times.
7. Maintain prompt hours; notify Pre-Primary Education Director in the event of illness or upcoming absence (ahead of time).
8. Maintain neat and clean appearance.
9. Work with all other staff members in a cooperative manner.
10. Attend and participate in staff meetings.
11. Must attend trainings as designated by Pre-Primary Education Director.
12. Work toward attainment of a Child Development Associate (CDA) certification and First Aid/CPR certification within time structure set forth.
13. Must make referrals as necessary pertaining to children and families.
14. Is bound by mandatory reporting requirements as determined by Tribal, State and Federal Law.
15. Must work in a cooperative spirit with tribal and local resources to best meet the needs of the children and families.
16. Must serve as a positive role model for staff, community, families and children.
17. 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.*

**Distribution Date:** November 6, 2018

**Closing Date:** November 20, 2018 at 4:00pm

Name: \_\_\_\_\_

POSITION: **Pre-Primary Teaching Assistant II**

**Please list your specific experience and knowledge in regards to the following qualifications:**

Must have a High School Diploma, GED, or High School Certificate of Completion. *This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below. This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).*

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Must have at least six (6) months of post-secondary education in Child Development or a related field; OR six (6) months experience as a Child Care Provider; OR a combination of both equaling at least six (6) months.

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CPR and First Aid Certification preferred, or must obtain within 3 months of date of hire.

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CDA (Child Development Associate) certification will be required to be completed within the time structure set forth.

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