

# KEWEENAW BAY INDIAN COMMUNITY

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

## 2015 TRIBAL COUNCIL

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

ROBERT "R.D." CURTIS, JR.  
EDDY EDWARDS  
RANDALL R. HAATAJA  
MICHAEL F. LAFERNIER, SR.  
GARY E. LOONSFOOT, SR.  
DON MESSER, JR.  
DONALD SHALIFOE, SR.

## PRE-PRIMARY TEACHING ASSISTANT II

One (1) Part-Time (up to 38 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
- College Transcripts, if applicable
- 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  
Hannah Beesley, 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:** October 27, 2015

**Closing Date:** November 9, 2015 at 4:00 pm

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**

"Home of the Midnight Two-Step Championship"

*Debra Picciano*

10/27/15

TERO Approval

Date

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## POSITION ANNOUNCEMENT

**POSITION:**

**PRE-PRIMARY TEACHING ASSISTANT II**

One (1) Part-Time (up to 38 hours/week), Non-exempt position available

**LOCATION:**

KBIC Pre-Primary Center  
112 College Road  
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

**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.
- 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 a bad conduct or dishonorable discharges (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.

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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.*

**Distribution Date:** October 27, 2015

**Closing Date:** November 9, 2015 at 4:00 pm

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

POSITION: Pre-Primary Teaching Assistant II

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

Must have High School Diploma or GED

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Must have a combination of education and Child Care Provider experience 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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Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.

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Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

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**MILITARY RECORD**

Have you ever served active duty in the Armed Forces of the United States? Yes      No

Highest Rank attained \_\_\_\_\_ Branch of Military Service \_\_\_\_\_

Serial Number \_\_\_\_\_ Dates of Active Duty From \_\_\_\_\_ To \_\_\_\_\_

Type of and Basis for discharge \_\_\_\_\_ **You MUST attach a copy of your DD 214**

Member of Reserve?  Yes  No    If yes,  Ready  Standby    Service Branch \_\_\_\_\_

**COURT RECORDS**

Have you ever been convicted for violating any law, including any municipal ordinance; Tribal, State, Federal law; or Tribal, State, or Federal Natural Resources; or traffic law? Yes      No

Have you ever been arrested or convicted of a crime involving a child or elder, violence, sexual assault, sexual molestation, sexual exploitation, sexual contact or prostitution, or crimes against persons?  Yes      No

**If you answered Yes to either question above, you are required to list all such matters:**

Date	Place	Charge	Final Disposition	Details

Have you ever been convicted of a felony?  Yes     No    If yes, when and please explain: \_\_\_\_\_

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**EDUCATION**

Dates		Name of School	Location	Course Pursued	Number of Credits	Degree or Diploma
From	To					
<i>High School</i>						
<i>Colleges</i>						
<i>Graduate School</i>						
<i>Miscellaneous</i>						

**EMPLOYMENT**

List, starting with the most recent employer first

Dates		Name/Address/Phone of Employer	Position and Kind of Work	Reason for Leaving
From	To			

Summarize special skills and qualifications acquired from employment and other experiences. Also state any additional information you feel may be helpful in considering your application for employment.

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List any machines or equipment that you are qualified and experienced at operating: \_\_\_\_\_

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List any special licenses or certifications your currently possess: \_\_\_\_\_

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**REFERENCES**

Do not list relatives

Name	Address	Phone Number	Relationship (former employer, friend, co-worker, etc.)

**APPLICANTS UNDER THE AGE OF 18 MUST  
HAVE A PARENT OR LEGAL GUARDIAN COMPLETE THIS PAGE**

**INFORMED CONSENT FOR DRUG AND ALCOHOL TESTING OF MINOR CHILD**

I am the parent/legal guardian of \_\_\_\_\_. I hereby consent to allow the Keweenaw Bay Indian Community to administer drug and alcohol tests to my child/ward pursuant to the Keweenaw Bay Indian Community Employee Drug and Alcohol Testing Policy, which requires pre-employment, random, post-accident, reasonable suspicion, return-to-work, and follow-up drug and alcohol testing.

I understand that the substances that will be tested for include, but are not limited to: marijuana, cocaine, amphetamines, opiates, phencyclidine, and alcohol.

I understand that the methods of testing include collection and chemical analysis of urine and breath samples.

I understand that drug and alcohol testing is a condition of employment with the Keweenaw Bay Indian Community, and that refusal to submit to any test, or a positive result on any test administered, will result in my child/ward not being considered a qualified applicant for employment, or, if employed, in disciplinary action against my child/ward up to and including terminations of employment.

I understand that test results will be released to the Medical Records Officer of the Keweenaw Bay Indian Community, the Keweenaw Bay Indian Community Human Resources/Personnel Department, and other authorized personnel of the Keweenaw Bay Indian Community.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Please Print) Name of Parent/Legal Guardian

\_\_\_\_\_  
Signature

**INFORMED CONSENT FOR TUBERCULIN SKIN TEST OF MINOR CHILD**

I am the parent/legal guardian of \_\_\_\_\_. I hereby consent to allow the Keweenaw Bay Indian Community to administer a Tuberculin Skin test to my child/ward pursuant to Indian Health Codes providing for the prevention and control of communicable diseases.

I understand that the procedure will utilize the intradermal (Mantoux) injection test to diagnose and prevent communicable Tuberculosis by positive reactors. Our goal is to offer prompt diagnosis, prevent transmission of the infection to others in the community and suggest appropriate medical treatment to those infected with the disease.

I understand that the Tuberculin Skin Test is a condition of employment for certain positions (among those are health care workers, child care providers and food handlers) at the Keweenaw Bay Indian Community. Refusal to submit to the test or a positive result on the test could result in my child/ward not being considered a qualified applicant for employment.

I further understand that test results will be released to the Keweenaw Bay Indian Community Human Resources/Personnel Department and authorized personnel of the Keweenaw Bay Indian Community.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Please Print) Name of Parent/Legal Guardian

\_\_\_\_\_  
Signature





## **AFFIDAVIT AND RELEASE OF INFORMATION**

***Please read carefully before signing.  
If you have any questions regarding the statements,  
please ask us for assistance.***

Under penalty of perjury, I verify the answers given by me to the foregoing questions and the statements made by me in this application for employment are correct, complete and truthful. I understand any false information contained in this application or interview may result in denial or discharge of employment.

I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. Further, I authorize you to communicate with all my former employers, school officials, and persons named as references. I hereby release all employers, schools and individuals from any liability for any damage whatsoever resulting from giving such information.

I understand this application is not intended to be a contract of employment.

I understand the Keweenaw Bay Indian Community conducts pre-employment drug testing and pre-employment physicals. I understand these pre-employment requirements are a condition of employment, and failure to comply will result in denial of employment. Further, I understand any offer of employment is contingent upon the results of such testing. I also understand certain employment positions may require additional testing, such as a tuberculosis screening.

I understand a security background and criminal history check is a condition of employment and requires me to consent, in writing, to such.

I understand as this organization deems necessary, I may be required to work overtime hours or hours outside of a normally defined work day or work week.

If employed, I understand and agree such employment may be terminated at any time and without any liability to me for any continuation of salary, wages, or employment related benefits.

I also understand I am required to abide by the current personnel policies, and any amendments made to those policies.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Information for Applicants for  
EAGLE RADIO**

Dear Applicant:

We sincerely appreciate your interest in employment with Eagle Radio, owned and operated by the Keweenaw Bay Indian Community.

The Federal Communications Commission requires broadcast licensees to keep records and file reports regarding employment applications and inquires of resume's received.

TO assist us in fulfilling that requirement, would you please take a moment to fill out the brief questionnaire below and return it to us. This information is voluntary and is strictly for our required posting purposes. It has no bearing whatsoever on your qualifications for employment and will not result in any adverse personnel action against you. **THIS INFORMATION WILL NOT BE ATTACHED TO YOUR APPLICATION FOR EMPLOYMENT OR RESUME AND WILL NOT BE AVAILABLE TO THOSE EMPLOYEES WHO WILL BE CONSIDERING YOU FOR EMPLOYMENT.**

We would appreciate your assistance. If this form has been mailed to you, a self-addressed return envelope is enclosed for your convenience.

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*Please fill out this portion and return to us. Thank you.*

*Please print or type.*

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

Address: \_\_\_\_\_

\_\_\_\_\_

Position sought: \_\_\_\_\_

Referred by: \_\_\_\_\_

*This information is for required Federal Communications Commission reporting purposes and has no bearing on your qualifications for employment.*