KEWEENAW BAY INDIAN COMMUNITY

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

2026 TRIBAL COUNCIL

EVERETT EKDAHL, JR., President
TONY LOONSFOOT, Vice President
ELIZABETH "LIZ" JULIO, Secretary
TONI J. MINTON, Assistant Secretary
DALE F. GOODREAU, Treasurer

THEODORE "AUSTIN" AYRES
DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
SUE ELLEN "SUZIE" ELMBLAD
RODNEY LOONSFOOT
SAM LOONSFOOT
MATHEW SHALIFOE, JR.

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
Personnel Department
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4176 or 4175
Fax: 906-353-8068
Email: **personnel@kbic-nsn.gov**

Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

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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 = $15.00/hour)W/O CDA
Grade 4 (minimum starting wage = $16.47/hour) W/CDA
Grade 5 (minimum starting wage = $17.43/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 be obtained within 3 months of the 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).

DUTIES AND RESPONSIBILITIES:

1. Assist the Pre-Primary Education Director and Coordinator in providing appropriate early childhood education experiences for children 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 the upkeep of the Education Center and all equipment and materials.
4. Eat all meals with children and assist in the 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 ensure the 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 a 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 training as designated by Pre-Primary Education Director.
12. Work toward attainment of a Child Development Associate (CDA) certification and First Aid/CPR certification within the 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 2, 2026

Closing Date: November 17, 2026 at 4:00pm or until filled

TERO Approved: Debra A Pierre Date: 11.2.26
Reviewed for barriers only!