



Stockbridge-Munsee Community

Department of Human Resources
PO Box 70
Bowler, WI 54416

Telephone: (715)793-4375
FAX: (715)253-2432
Email: bev.miller@mohican-nsn.gov

POSITION DESCRIPTION

POSITION: Head Start Teacher Assistant **POSTING DATE:** 6-28-22
LOCATION: Head Start Building **CLOSING DATE:** 7-5-22
SALARY: \$15.00 Negotiable **PAY GRADE:** 3
DEPARTMENT: Education and Career Services
REPORTS TO: Head Start Director

EMPLOYMENT: 42 Weeks/Year (HS School Year) **HOURS/WEEK:** 32 Hours per Week

Every employee of Stockbridge-Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a provide a positive team environment where everyone contributes.

GENERAL RESPONSIBILITIES

This position will be responsible for maintaining Head Start standards for the regularly scheduled cleaning, sanitizing of classroom materials, toys, supplies and equipment; daily laundry, classroom set up and end-of-day clean-up for both classrooms; and assisting the teachers in supervising children and implementing educational pre-school programming. This position requires operating a passenger van; which includes delivery of children from the Head Start Center according to established standards up to twice daily along a specific route. This is a non-exempt position and reports to the Head Start Director. This position is 32-hour per week (Monday-Thursday 7:00-3:00 or 8:00-4:00) during the Head Start school year, which is 42 weeks/year. Continuation of this position is contingent upon funding allocation and enrollment of a sufficient number of children to warrant a need for additional staff.

STANDARD QUALIFICATIONS

All employees of Stockbridge-Munsee Community must meet the following qualifications:

1. Must submit to and pass a pre-employment drug and health screening,
2. Must be at least 21 years of age,
3. Must maintain an acceptable departmental attendance record,
4. Must be able to work weekends, nights and holidays, and
5. Must obtain and maintain Elder/Youth License
6. Must be fully COVID vaccinated and up to date on required booster doses.

HEAD START STANDARD QUALIFICATIONS

All Head Start team members must meet the following qualifications:

1. Must be dependable and reliable and have demonstrated the ability to maintain a satisfactory employment record with any previous employer.



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2. Must sign a confidentiality statement prior to the start of employment and must adhere to strict confidentiality in all program, child and family matters.
3. Must pass a pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment. A Tuberculosis (TB) screening and/or TB Skin Test is required prior to employment and annually thereafter.
4. Must provide written documentation from a physician that a physical examination was performed within (30) days of employment and annually thereafter.
5. Must complete, submit and pass background security check to meet the Employment Eligibility Requirements and secure an Elder/Youth License and maintain during the course of employment with the Stockbridge-Munsee Community.
6. Must comply with State/Federal regulations related to finger-printing prior to and during course of employment.
7. Must obtain, within 3 months of employment, and maintain through length of employment, Food Handler's Certificate.
8. Must complete First Aid, CPR, and AED certifications within thirty (30) days of start date. Must maintain CPR/AED/First Aide Certification during employment.
9. Must be willing and able to obtain additional education and training (minimum of 40 hours annually) and maintain accurate documentation of the following:
 - a. Review of Departmental Policies and Procedures and WI DFS Child Care Regulations,
 - b. Mandated Reporter/Child and Abuse and Neglect,
 - c. Demonstrate knowledge and understanding of safe handwashing procedures, childhood illnesses, and universal precautions, administration of medication, child management techniques, and
 - d. Civil Rights
10. Must abide by departmental and organizational safety, testing, and uniform guidelines.
11. A valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and tribal vehicle under the Stockbridge-Munsee Community Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.
12. Must be eligible for coverage under the employer's liability insurance.
13. Must abide by departmental and organizational safety, testing, and uniform guidelines.

HEAD START STANDARD PHYSICAL QUALIFICATIONS

All Head Start team members must meet the following physical qualifications:



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- a. Must be able to stand continuously,
- b. Must be able to sit on the floor, or work at child's level comfortably,
- c. Must be able to continuously carry up to twenty-five (25) pounds and lift up to fifty (50) pounds,
- d. Must be able to use both hands for repetitive movements, simple and firm grasping,
- e. Must be able to spend time in- out-of-doors in summer and winter months, and
- f. Must complete a self-disclosing Physical Questionnaire prior to start of employment.
- g. Employees may be exposed to hot and cold as well as cleaning and sanitizing chemical solutions as a part of their employment.

HEAD START EDUCATIONAL QUALIFICATIONS AND POSITION REQUIREMENTS

1. High School Diploma, HSED Diploma or GED Certification is required. **(MUST SUBMIT A COPY OF DIPLOMA OR CERTIFICATION TO COMPLETE THIS APPLICATION)**
2. A person hired to be assistant child care teacher shall be qualified in one of the following ways:
 - a. The person has satisfactorily completed one non-credit department-approved course in early childhood education or completes that training within 6 months after assuming the position. (Introduction to the Child Care Profession is the name of the non-credit course approved by the Department to meet the entry level training requirements for a child care assistant teacher) or
 - b. The person has satisfactorily completed one course for credit in early childhood education or its equivalent at an institution of higher education, or is enrolled in that course within 6 months after assuming the position.
 - c. The person has satisfactorily completed an assistant child care teacher training program approved by the Wisconsin department of public instruction or
 - d. The person has completed/will complete Child Care I & II Certification within six (6) months of date of hire.
3. Must have demonstrated an ability to maintain successful work history with proven prompt, regular attendance in any prior or current employment.
4. Six (6) month previous successful experience working at an early childhood setting is preferred.
5. Must complete certification on Mandated Reporting, Child Abuse and Neglect, and Shaken Baby Syndrome is required within (90) days of employment.
6. Continuing education to maintain program licensure is required



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7. Current First Aid, CPR, and AED certifications or willingness to obtain these certifications within (30) days of date of employment is required. Must maintain CPR and Red Cross First Aide Certification during employment.
8. Familiarity with Native American Culture (especially Stockbridge-Munsee Community culture) is preferred.
9. Ability to operate standard office equipment such as computer, laminator, television, copy, and fax machine is preferred.

DUTIES AND RESPONSIBILITIES

1. Build an understanding of the Head Start program by communicating its philosophy, mission, and services to staff, families, and the community.
2. Maintain Head Start standards for the regularly scheduled cleaning, sanitizing of classroom materials, toys, supplies and equipment; daily classroom set up and end-of-day clean-up.
3. Must perform housekeeping duties daily in all areas that Head Start children have access to including: Classrooms, Restroom, and Dining Room buses, classrooms, restrooms, dining room and outdoor play areas.
4. Assist lead teacher to prepare daily classrooms and classroom materials incorporating the following domains of early learning and development; physical, health, social, emotional, approached to learning, language, literacy, mathematics, science, and creative arts expression, logic & reasoning, social studies with a strong emphasis on the children's own cultural heritage.
5. Assist lead teacher to implement daily classroom curriculum plans utilizing current curriculum for Head Start and carrying out activities by helping children acquire meaningful content knowledge; ensuring that learning experiences are based on information that is current, accurate, and focused at the children's level of understanding.
6. Demonstrate an understanding of child safety requirements including documentation of arrivals, departures, regular headcounts, roll call and constant classroom staff communication.
7. All kitchen/cook duties are required in the absence of Head Start Cook.
8. Cleaning, sanitizing, organizing of classroom toys, materials, and equipment, and daily laundry.
9. Help the Head Start program achieve its goals by staying informed of pertinent day-to-day activities and adjusting own work accordingly.
10. Advance program practice by promoting a positive working environment and working collaboratively with other staff to understand and support the adoption of best practices for children, families, and staff.
11. Organize materials required for daily use in educational activities.
12. Participate in regularly scheduled and unannounced safety drills including fire, tornado and van evacuation drills.



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13. Implement projects to help children develop positive feelings about themselves and their heritage.
14. Assist in the delivery of children as van driver or monitor according to standards established by the Head Start Program.
 - a. Pre-trip inspection
 - b. Required paperwork and
 - c. Safety evacuation drills.
15. Attend meetings, seminars, and workshops as required.
16. Must maintain an acceptable departmental attendance record.
17. Must be reliable and prompt when reporting to work.
18. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
19. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
20. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
21. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUBMIT APPLICATION TO:

Stockbridge-Munsee Community
Human Resources Department
W12635 County A
Bowler, WI 54416

STOCKBRIDGE-MUNSEE COMMUNITY IS A DRUG FREE EMPLOYER.
ALL CANDIDATES MUST PASS AN INITIAL DRUG SCREEN
AND REMAIN DRUG FREE THROUGHOUT COURSE OF EMPLOYMENT

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally-funded

Although an interview may be granted, this does not establish that the candidate fully meets the qualifications of the position. Eligibility for employment will be determined by the interview team.

REVISED

HRED Approved:6-28-22



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