



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position:** **Lead Teacher (FT- Family Services Department) – 1 Opening**

**Summary:** Responsible for the cognitive, social-emotional, language, and physical growth and development of all children in their care. Develop partnerships with a child's parents, the child, and encourages parent participation in program. Completes assessments on child and classroom environment and development of lesson plans, and High Scope curriculum in the classroom. Assures compliance with codes of all State and local governing contracting agencies; and works collegially with other staff members. Responsible for upholding the programs mission and values of the program utilizing NAEYC's Code of Ethical Conduct.

**Employment Qualifications:** A qualified candidate offers:

- Bachelor's degree required in Early Childhood Education or Elementary Certification with ZA/ZS.
- 3 years' experience in Early Childhood Education with appropriate age group (i.e. infants/toddlers, preschool and/or school age).
- Experience teaching and/or educational services with children and families birth to 12.
- Lead or supervisory experience preferred in Early Childhood Education.
- Must possess and maintain a full valid, current, and unexpired CPR & First Aid certification for infant through adult ages.
- Current valid driver's license throughout employment and with the ability to be insured under the Tribe's insurance policy.
- Must successfully pass a pre-employment drug/alcohol screen, tuberculosis screening, fingerprinting and background investigation.

**Indian Preference applies in accordance with Ordinance #15-600-02**

**Pay Grade:** NE7

**Hiring Range:** \$13.11 - \$16.41

**Status:** Non-Exempt Hourly/bi-weekly pay

### ***Application Instructions:***

Obtain an application form and a copy of the position description on the Tribe's website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov) or by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

phone: (231) 398-6859; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov) .

To apply, please submit completed application, cover letter, degree transcripts, any/all relevant training certifications (ex.- CPR- First Aid), and resume to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

fax: (231) 331-1233; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov) .

***Applications submitted after deadline or incomplete will not be considered.***

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and extensive background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period. Candidates for this position will be required to have dependable transportation available to them without notice.

Posted – 08/28/2020

Remove – 09/11/2020