



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Substitute Teacher's Aide Pool (NGLC- Family Services Department)

Summary: Substitute for Teacher's Aide when needed – on call basis. Will assist teacher, in absence of room's regular Teacher's Aide. Duties will include but are not limited to; helping plan and participate in classroom, playground, and field trip activities. Activities are designed to foster or enhance all areas of the child's development. Shift and hours will vary and are as needed. Responsible for upholding the programs mission and values of the program utilizing NAEYC's Code of Ethical Conduct.

Employment Qualifications: A qualified candidate offers:

- Associate's degree in Early Childhood Education and/or Certified as a Child Development Associate (CDA).
- Experience in Early Childhood Education (infant/toddler, preschool, and/or school age) setting
- 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: NE4

Hiring Rate: \$10.00

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 or by contacting Human Resources at:

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

phone: (231) 398-6859; Email: aliciaknapp@lrboi-nsn.gov; or jobs@lrboi-nsn.gov.

To apply, please submit completed application, cover letter and resume to:

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

fax: (231) 398-9101; Email: aliciaknapp@lrboi-nsn.gov; or jobs@lrboi-nsn.gov

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 – 03/15/2018

Remove – Until Pool is filled or 12/31/2018