



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
britneyr@spiritlakenation.com

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| Job Title: | Assistant Teacher | Open Date | August 30, 2023 |
| SL Program: | Employment & Training | Close Date: | Until Filled |

Position Objective: The Assistant Teacher is responsible for caring for the infants and toddlers enrolled in our facilities. The Assistant Teacher will work under the Lead Teacher's supervision to provide appropriate learning activities for the different age groups and will provide lesson plans that maintain the goals and objectives provided by the curriculum.

Major Duties & Responsibilities

- Provide top-rated care for children in a licensed child care facility.
- Assist in planning, implementing and evaluating developmentally appropriate program curriculum into classroom environment.
- Assist in preparing and conducting programs as stated in lesson plans in varied areas of activities ranging from art, music, story time, outdoor, fine and gross motor, teacher lead and child lead activities.
- Instruct children to promote social, emotional, spiritual, and academic well-being.
- Manage a busy classroom environment, and provide structure and discipline required for successful learning for all children in the classroom.
- Encourage children's development in the areas of building self-confidence, problem solving, and taking responsibility for their actions.
- Address basic interpersonal skills, such as sharing, taking turns and asking permission in the classroom.
- Maintain records of children's daily attendance and meal counts.
- Maintain daily communication with parents by greeting them as they drop off and pick up their children with a warm smile and positive comment about their children.
- Evaluate and document children's progress according to children's developmental level.
- Ensure the classroom meets Tribal Licensing requirements and the Little Dreamers Center policies and procedures.
- Establish a professional level of rapport with each family in order to provide quality care and friendly service.
- Create and maintain an environment that is clean, organized and safe for children.
- Be responsible for daily sheets and the daily activities pertaining to eating, sleeping and diaper changing.
- Interact with each child on a daily basis through circle time, centers, snacks, lunchtime, playground, free play etc.

- Provide emotional care (hugging, holding, singing etc.) to children in an appropriate and beneficial way.
- Attend to basic needs of children, including diaper changing, toilet training, dressing and feeding.
- Provide helpful feedback to parents and guardians on a regular or as-needed basis.
- Arrive to work on-time and ready to work.
- Maintain a gossip-free work environment.
- Adhere to the guidelines stated in the employee handbook.
- Perform housekeeping duties as scheduled.
- Maintain a professional attitude and loyalty to the center at all times.
- Attend all staff meetings, monthly professional development trainings and recommended yearly training.
- Maintain confidentiality about children, families and the center.
- Report to the supervisor any significant or unusual occurrences.
- Other duties as assigned by 477 Administrator.

Qualification for Employment: the knowledge, skills, and abilities listed below are required to allow the employee to perform the duties listed above.

Knowledge, Skills and Ability Requirements:

- Proven experience as a child care/day care teacher
- Excellent knowledge of child development and up-to-date education methods
- Ability to develop lesson plans that meet educational standards.
- Familiarity with classroom management skills.
- Must have the desire, patience, and caring nature to work with infants and toddlers.
- Ability to communicate properly and effectively orally and in writing with parents, co-workers, manager and director.
- Ability to work as a team member.
- Be able to lift, push, and carry up to 40 lbs., sit on the floor for 30 minutes and stand for an hour.
- Be visually and auditory perceptive and aware of all children in your care.
- Be flexible in working with different age groups.
- Be able to deal effectively with stress involved in working closely with children, parent, co-workers and administration.
- Be able to respond to children's first aid needs (inside and on the playground), which may include cuts, bruises, blood/bodily fluids.

Qualifications:

A Child Development Associate (CDA) Certification is preferred or one-year experience related to caring for children.

Must have current certification in the following areas: First Aid, CPR, Communicable Disease Management, Child Abuse Prevention and Food Handler's Certification. Applicants will be considered for this position without the certifications, however, if hired, certification in these areas will be required within the first 90 days of employment.

Submit a current physical exam including Mantoux (TB) Test.

Must pass Criminal Background check at the Federal, State and Tribal Level.

Candidate must attend Orientation/Training on designated date.

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| Job Role: | Assistant Teacher | Company Industry: | Spirit Lake Tribe |
| Exempt/Non-exempt | | | |
| Employment Status: | Full- time | Supervision | Will work directly under the supervision of the child care center manager. |
| Monthly Salary Range: | DOQ | Manages Others: | N/A |
| Number of Vacancies: | 2 | Classification: Exempt/Non-exempt | |

Please Send Application to:

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| Name: | Spirit Lake Human Resource Dept | Email: | mkeo@spiritlakenation.com or britneyr@spiritlakenation.com |
| Address: | P.O. Box 97 | State | North Dakota |
| City: | Fort Totten, North Dakota | Zip/Postal Code: | 58335 |
| Phone: | 701-381-0204 or 701-381-0361 | Fax: | 701-766-1272 |

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| Application Procedure | Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing. |
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