



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

Job Title	Family and Child Education Assistant assigned to Tate Topa Tribal School	Open Date	February 15, 2024
SLT Program	Early Childhood Tracking	Closing Date	Open until filled

Position Objectives: The Family and Child Education (FACE) assistant provides support to the preschool, adult education teachers, and parent educator assisting in creating strong learning environments where preschool children can develop and thrive, and support the adults in accomplishing their academic, family, work, community member's goals. The development of literacy and strong parent and child relationships is focus for all FACE staff.

Major Duties & Responsibilities

- Works as a team player with the guidance of the Preschool Teacher
- Assists the preschool Teacher with the following duties:
- Maintains up-to-date files on each student; prepares accurate reports, written plans and documents.
- Maintains weekly and daily lesson plans.
- Supports planning and participates in Parent and Child Together (PACT) Time as well as all parent engagement activities.
- Is knowledgeable and shares information with families and community resources and further academic opportunities.
- Assures program materials, equipment, and environment are kept clean, secure and free from clutter and vandalism.
- Meets weekly with the FACE team to plan and evaluate program services.
- Willing attend professional development opportunities to increase their job skills.
- Willing to provide transportation for parent and child with company vehicle to scheduled appointments.
- Other duties as assigned by Supervisor or Program Director.

Qualifications, Experience and education required:

- Must possess an AA degree in Early Childhood.
- 2 years' experience working in a preschool setting.
- Must work under the guidance of a certified teacher.
- Is able to travel to and attend required FACE training and other necessary travel.
- Is competent in computer skills, including using electronic mail (email), internet, and basic word processing.
- Must be able to pass a drug test and background check.

<ul style="list-style-type: none"> • Must possess and maintain a valid Class D driver’s license and be insurable under the Spirit Lake Tribe’s driving policy. • Treat each child, parent, and co-worker with dignity and respect. • Is mature and sensitive, able to relate well to both children and adults of diverse socioeconomic and cultural backgrounds. • Obtains and maintains any other required certification, which may include first aid, CPR, AED, food handler’s permit, physical exam, tuberculin skin test, etc. 			
Job Role:	State Family and Child Education Assistant	Company Industry:	Spirit Lake Tribe
Exempt/Non-exempt			
Employment Status:	Full- time	Supervision	Beverly Graywater
Grade:	12	Manages Others:	Diane Sommers Tata Topa Elem Principal
Number of Vacancies:	1		
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	mkeo@spiritlakenation.com or tr.littlewind@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
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.		

