



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
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<b>Job Title:</b>	<b>Family and Child Education Assistant Assigned to Tate Topa Tribal School</b>	<b>Open Date:</b>	<b>January 23, 2023</b>
<b>SLT Program:</b>	<b>Early Childhood Tracking</b>	<b>Close Date:</b>	<b>February 3, 2023</b>

**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:**

- 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 possess a valid driver's license.
- Must be able to pass a drug test and background check.
- 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.

Submit applications to the SLT Human Resource Department. All applications must be complete to be considered. A complete application will consist of the tribal application, a complete resume, a copy of college transcript (official copy if hired) copy of valid ND license, Tribal enrollment for Indian preference and/or Veteran's preference.

<b>Job Role:</b>	FACE Program Education Assistant	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Beverly Graywater
<b>Monthly Salary Range:</b>	\$15 per hour or DOQ	<b>Manages Others:</b>	Diane Sommers
<b>Number of Vacancies:</b>	1 full time	<b>Classification: Exempt/Non- exempt</b>	

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:katerid@spiritlakenation.com">katerid@spiritlakenation.com</a> <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	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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