



## *Red Cliff Band of Lake Superior Chippewa Indians*

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

### **JOB DESCRIPTION**

**POSITION:** Child Care Teacher

**LOCATION:** Red Cliff Child Care Center

**WAGE:** **\$16.00 to \$17.00 per hour (DOQ)**

**SUPERVISOR:** Child Care Center Manager

#### **THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION**

**JOB SUMMARY:** Serve as primary teacher for a child care classroom. The teacher will be responsible for co-planning and implementation of educational programs with co-teacher for children which reflect best practices and integration of Ojibwe language and culture into curriculum. Must always ensure the safety and well-being of all children.

Teachers are expected to share all responsibilities within their classroom and create an environment of nurturance and sharing with all children. Teachers must be able to have an open communication with co-teacher and Director regarding daily operation of classroom and child/parent needs.

#### **DUTIES AND RESPONSIBILITIES:**

1. Maintain confidentiality of all child's and family information and records.
2. Plan and implement age-appropriate lesson plans which provide a variety of activities designed to enhance social, emotional, physical, cognitive and intellectual development.
3. Promotion of safe, attractive and stimulating physical environment for children while establishing and maintaining consistency of rules.
4. Reinforce positive self-imaging, pride and cultural identity with children during all activities.
5. Mealtimes with children will be in a family setting with at least one teacher, preferably both, sitting at the table engaging in conversation with the children. Infants and toddlers are encouraged, but not forced, to eat or taste. Encourage older toddlers in self-help and independence skills by involving them in set up and cleanup activities.

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6. Maintain accurate daily records on attendance, daily intake, medical log and children's eating/sleeping/toileting information for distribution in child file and to parents as well as other required forms.
7. Maintain and document all contacts with parents. Develop and maintain a professional relationship with parents of children enrolled in program.
8. Maintain weekly online documentation of your assigned children's developmental progress in ChildPlus as well as in Teaching Strategies Gold.
9. Assist the family, child and other relevant staff in developing an Individual Family Services Plan (IFSP) or Individual Education Plan (IEP) for special needs children.
10. Positive child guidance techniques will be utilized by all staff when needed.
11. Collaborate with other staff, parents and community resources to incorporate Ojibwe language and culture into daily activities and curriculum.
12. Must attend and participate in all staff meetings and any other meetings as requested and/or job-related trainings as required. In addition, must maintain continuing education as determined by the Administrator, Center Manager and State of Wisconsin
13. Work with county, tribal and community service providers in order to provide necessary service to the child and their parents.
14. Notify supervisor in advance of any known absences you will have. Teachers are responsible for arranging for your own qualified substitute in your absence.
15. Adhere to all Child Care Center policies and procedures and ensure State of WI Group Child Care Licensing Regulations are being met.
16. Develop and maintain a professional relationship with parents of children enrolled in the center
17. Must be able to work a flexible schedule to help meet the needs of children, families and other staff.
18. Any program equipment, cameras, laptops or any other supplies purchased or obtained by the Child Care Program must remain with the Child Care offices and cannot be used outside of the Child Care Center unless you have prior express permission by the Child Care Director to use outside the center.
19. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**SUPERVISORY AUTHORITY:** None

**KNOWLEDGE:**

1. Knowledge of Microsoft Office.
2. Knowledge of the uniqueness of the Red Cliff Community, desired.
3. Knowledge of Ojibwe culture and language, desired.
4. Must have knowledge and experience in child guidance and child development.

**QUALIFICATIONS:**

1. Be at least 18 years old and have completed high school or equivalent as determined by the Wisconsin Department of Public Instruction

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2. Have at least 240 hours of experience as an assistant child care teacher in a licensed group child care center or other approved early childhood setting. Must provide proof of hours.
3. Must have completed the following courses: **Introduction to Child Care Profession, Skills and Strategies for Child Care Teacher, and Fundamentals of Infant and Toddler Care** or the state approved equivalent of these courses. **OR** Have the required education as determined and set forth by the State of Wisconsin prior to being in this position. (See DCF-P-66 Child Care Teacher for a complete detailed list [here](#).)
4. Ability to work effectively and cooperatively with staff, parents, community members and other support systems in the best interest of the child is required.
5. Cultural sensitivity is required.

**PERSONAL CONTACTS:** Considerable daily contact will be made with the general public, tribal leadership, Program Directors and staff, consultant(s), and the Tribal Community. Collaborative professional relationship with parents and extended families.

**PHYSICAL REQUIREMENTS:** The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed in overhead storage or shelving. Must be physically able to work with young children, including a minimum of **lifting 50 pounds**.

**SPECIAL REQUIREMENTS:** FBI Fingerprinted at a Field Print Office, health exam, immunizations including Hepatitis B (or sign waiver) Mumps vaccine (or sign or proof of immunity). Complete required trainings such as Confidentiality, CPR, Abusive Head Trauma, SIDS, etc.

**WORK ENVIRONMENT:** Primary work environment is in the Child Care Classroom. All Tribal Buildings are smoke free.

**TRAVEL REQUIREMENTS:** The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

**BEHAVIOR AND ATTITUDE:** The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the name or image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

**Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.**

**This job description is subject to change at employer's discretion, after consultation with the employee.**

**APPLICATION SUBMITTAL REQUIREMENTS:** The following items are required for this

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position:

1. Completed Tribal Application, to include work history and references, available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the Tribal website.
3. Consent to Release Liability and Reference Information Form; available on the Tribal website.
4. Resume, required; cover letter, optional.
5. Post-secondary transcripts or certifications; if applicable.

**POSTING DATE: June 22, 2023**

**DEADLINE: Open Until Filled**

**FOR FURTHER INFORMATION CONTACT:**

**Red Cliff Band of Lake Superior Chippewa**

**Human Resources Department**

**88455 Pike Road**

**Bayfield, WI 54814**

**[www.redcliff-nsn.gov](http://www.redcliff-nsn.gov)**

**[hr@redcliff-nsn.gov](mailto:hr@redcliff-nsn.gov)**

**(715)779-3700**

**The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.**

**All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.**

**All Early Childhood Center employees must submit mandatory criminal background check information to Human Resources Department with application. Per WI Department of Children & Families (DCF) Bureau of Early Care Regulation (BECR) memo 2014-3, as of 12-31-16 all licensed child care center employees must complete a fingerprint-based background check prior to employment and repeated as required by the Department of Children & Families. Every year thereafter, a name-based background check through the Department of Justice (DOJ) must be conducted annually or following any conviction occurring after commencement of employment.**

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