

HOULTON BAND OF MALISEET INDIANS

Head Start

Assistant Teacher

Status: Full Time 40 hr. per week

Supervised by: Head Start Director

Salary: \$15.38-17.79

Role: The Assistant Teacher is responsible for assisting with the daily needs of preschool children in a childcare setting. The Assistant Teacher will help develop and administer appropriate daily activity program to assure that the needs of the group and the individual children are met.

Essential Functions:

1. Assists in the planning and implementation of daily lessons that are developmentally appropriate for the group and individual; communicates positively with children; uses appropriate child development methods; develops and implements individual programs for children with special needs.
2. Observe children, identify individual needs, and arrange appropriate services, either through direct service or referral.
3. Assist in developing and setting up the classroom environment.
4. Maintain confidentiality of all child/client files and information
5. Perform other related activities, as required, to ensure program/department success
6. Assist in meeting state and federal performance standards

Required Qualification:

1. **Head Start assistant teacher qualification requirements. As prescribed in 648 (a)(2)(B)(ii) of the Act, a program must ensure Head Start Assistant Teachers, at a minimum, have a high school diploma or equivalent, a CDA (Child Development Associate) credential or a state awarded certificate that meets or exceeds the requirements for a CDA credential, or are enrolled in a CDA credential program to be completed within 6 months of hire.**
2. Clean background checks through the State Bureau of Investigation, Maine Department of Health and Human Services, and/or Maine Bureau of Motor Vehicles which indicate no previous record of involvement with child abuse and no criminal record or motor vehicle record which would preclude working with children.

Preferred Qualifications:

1. Associates or Bachelor's degree in Early Childhood Education, Child Development, or a related field

Applications are available for download at our web site maliseets.net, at the front desk of the Administration Building or have one mailed to you by contacting the HR Coordinator at 532-4273 or e-mail hr@maliseets.com. **If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.**

Applications will be accepted until close of business August 28th, 2024

TO APPLY:

Submit an application to:

Houlton Band of Maliseet Indians

Attn: Jessica Huff

88 Bell Road

Littleton, Maine 04730

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity Employer.