

## **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.

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#### **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.

Complete job description, list of duties and qualifications and HBMI applications are available for download at our web site [www.maliseets.net](http://www.maliseets.net). Application are available at the front desk of the Administration Building or have one mailed to you by either calling the Administration Office at 532-4273 or e-mail [hr@maliseets.com](mailto: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 on August 21st, 2025**

**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/At-Will Employer.**