

HOULTON BAND OF MALISEET INDIANS
JOB DESCRIPTION
Assistant Language and Cultural Teacher

Status: Temporary Full Time 40 hrs. Per week

Salary: \$15.10-\$17.79

Supervised by: Language and Cultural Coordinator

Role: The Assistant Teacher is responsible for assisting with language and cultural needs of all ages (children, youth and adults). The Assistant Teacher will help develop and administer an appropriate activity program to assure that the needs of the groups and the individual children are met.

Position Responsibilities:

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. Assure that appropriate care and supervision is provided at all times.
3. Maintain a clean, healthy, safe environment for the children
4. Observe children, identify individual needs, and arrange appropriate services, either through direct service or referral.
5. Assist in developing and setting up the classroom environment for language classes.
6. Assist with community engagement and outreach
7. Assist with organizing the monthly social events
8. Assist with language page and social media
9. Maintain required records and files
10. Maintain confidentiality of all child/client files and information
11. Participate in program recruitment, as requested
12. Perform other related activities, as required, to ensure program/department success
13. Assist in meeting state and federal performance standards

Minimum Qualification:

1. High School Diploma or equivalent
2. Experience working with children
3. Ability to read, write and perform basic math functions.
4. Ability to communicate effectively
5. Computer skills required. Proficient with Microsoft office, excel, outlook etc.
6. Characteristics demonstrating flexibility and empathy
7. Ability to lift 50 pounds
8. 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.

Responsibility for Safety and Health:

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends of attention to safety issues.

Physical Requirements:

Bending	F	Sitting	O	<u>Push/Pull</u>
Carrying	F	Standing	C	50 lbs. or less F
Driving	O	Talking	C	<i>N (Not Applicable)</i>
Handling	F	Walking	F	<i>O (Occasionally)</i>
Hearing	C	<u>Lift/ Carry</u>		<i>F (Frequently)</i>
Typing	F	50 lbs. or less	F	<i>C (Constantly)</i>

Application are available to download at our website maliseets.net, at the front desk of the Administration Building or by mail or email. If you would like an application or further information on the job description please contact the Human Resources 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 on August 3rd, 2026

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.