



Lac Courte Oreilles

## Head Start & Early Head Start

8837 N Trepania Road, Hayward, WI 54843

Phone: 715-634-8560

Fax: 715-634-0061

### **NOTICE OF VACANCY**

(Substitute positions, called in as needed)

**All positions require:** High School Diploma or equivalent, pass background check in accordance with State and Federal Regulations, CPR, SBS, SIDS, TB and physical prior to hire. **(Training will be provided if needed).**

#### **SUBSTITUTE TEACHERS (As Needed):**

- Must be at least 18 years of age.
- High School diploma or equivalent.
- Child Development Associate CDA preferred.
- Associate degree in Early Childhood Education preferred.
- Willing to complete a CDA certification within one year of hire.
- Experience, working with preschool children preferred.

#### **SUBSTITUTE BUS DRIVERS (As Needed):**

- Must be at least 18 years of age.
- High School diploma or equivalent.
- Must possess and maintain a valid school bus driver's license (CDL).
- Pass driving record check.
- Morning and afternoon bus runs as well as occasional school activities.
- Miscellaneous runs throughout the school year.  
(The HS/EHS program will pay for trainings and CDL license fees. Please contact HR Manager for more information).

#### **SUBSTITUTE KITCHEN COOKS (As Needed):**

- Must be at least 18 years of age.
- High School diploma or equivalent.
- Must possess updated/current Food Handler Certificate.
- Nutrition knowledge.
- Time management.

**SUBSTITUTE MAINTENANCE/JANITOR (As Needed):**

- Must be at least 18 years of age.
- High School diploma or equivalent.
- Must be physically able to perform heavy cleaning duties.
- Six months experience in janitorial work preferred.

Please submit application/Resume and attach any training certificates, to the address above.

**ATTN: To see full job descriptions please contact Patricia Kakazu, Human Resources Manager at the number listed above.**

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies and Procedures Manual.