



**Lac Courte Oreilles  
Child Care Center:  
Genawendaawasong  
8871 N. Trepania Road  
Hayward, WI 54843  
(715) 558-7461**

## **Assistant Teacher**

### **JOB DESCRIPTION**

**Job Title:** Assistant Teacher

**Reports to:** Center Director

**Location:** Child Care Center: Genawendaawasong

**Classification:**

**Position Summary:** The assistant teacher will be responsible for assisting the Lead Teacher for implementing, evaluating, planning, organizing, directing, assessing all work related to the development of each individual child. The class setting consists of children ages birth to twelve. The Assistant Teacher will collaborate with the Lead Teacher and families, educational services, and the community to achieve the children's individual and classroom learning goals. All work is completed in accordance with the DCF 251 standard policies, LCO Child Care Center's Tribal policies, and protocols.

**Qualifications:**

- ❖ Must be 18 years of age;
- ❖ High school diploma/GED;
- ❖ Must be willing to obtain CDA certification upon hire;
- ❖ Requires a clear Physical Health test before hire
- ❖ Must pass a drug test in accordance with State and Federal regulations before hire;
- ❖ Requires up to date Pediatric CPR and First Aid Certification;
- ❖ Requires Shaken Baby Syndrome/SIDS training Certifications (SBS/SIDS);
- ❖ Able to lift up to 40 pounds, many times throughout the day;
- ❖ Experience working with groups of preschool children, knowledge of age-appropriate behaviors and safety practices;

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- ❖ Ability to develop, developmentally appropriate lesson plans and activities for young children;
- ❖ Good oral and written communication skills;
- ❖ Demonstrate computer skills, including but not limited to, Microsoft Office, Email, and Database management.

**Performance Responsibilities:**

- ❖ Guiding the planning and implementing of comprehensive child development program that meets the Creative Curriculum definition and Genawendaawasong policies in all program operations and settings;
- ❖ Put into practice theories and sound principles of child and adult education;
- ❖ Act as a positive role model within in the Genawendaawasong program and the community;
- ❖ Ensure all aspects of cultural diversity in included in functions and responsibilities;
- ❖ Willing and able to participate in all training provided for yearly continuing education hours;
- ❖ Must maintain the confidentiality of all family information and records;
- ❖ Assist in planning and implementing age-appropriate child development lesson plans that provide a variety of activities designed to enhance infant, toddlers, and children's social, emotional, physical, cognitive, and intellectual development;
- ❖ Assist in maintaining detailed records on children in their care;
- ❖ Work in a team setting with all staff to determine the individual needs of children;
- ❖ Assist in maintaining the classroom environment including organization of space and material storage;
- ❖ Supervise all indoor and outdoor activities;
- ❖ Encourage parents to participate, visit, and become involved in the Genawendaawasong Program;
- ❖ Maintain professional communication with all family members, staff and community partners;
- ❖ Participate in staff meetings and training as mandated;
- ❖ Complete and update an individual annual "Professional Development Plan";
- ❖ Perform all other duties as assigned.

**Application Procedure:**

Submit application, resume, and three personal reference letters to the address below. Resume should be typed and include information on education, experience, professional and/or community involvement and availability.

**MAIL, FAX OR EMAIL ALL INFORMATION TO:**

**Lac Courte Oreilles Tribal Government  
ATTN: Human Resource Department  
13394 W Trepania Road  
Hayward, WI 54843  
Fax (715) 634-4797  
HR Fax (715) 699-1209**

**LCO Tribal Government  
Human Resources Dept  
Assistant Teacher**

[doreen.debrot@lco-nsn.gov](mailto:doreen.debrot@lco-nsn.gov)  
[caroline.yellowthunder@lco-nsn.gov](mailto:caroline.yellowthunder@lco-nsn.gov)  
[marilyn.isham@lco-nsn.gov](mailto:marilyn.isham@lco-nsn.gov)

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