



**Lac Courte Oreilles  
Head Start/Early Head Start  
8837 N Trepania Road, Hayward, WI 54843  
Phone: 715-634-8560  
Fax: 715-634-0061**

**LCO EARLY HEAD START TEACHER (2)  
JOB DESCRIPTION**

**Job Title:** LCO Early Head Start Teacher  
**Reports to:** LCO Education Coordinator  
**Location:** LCO Early Head Start  
**Classification:** Full Time  
**Salary Range:** Dependent on qualifications  
**Opening Date:** 7/14/2025  
**Closing Date:** Open until filled

**General Description:** *The Lac Courte Oreilles Early Head Start program is seeking a dedicated Early Head Start Teacher to provide high-quality early childhood education and care for infants and toddlers (birth to 3 years) and their families within our tribal community. This position requires a commitment to culturally responsive teaching practices that honor Ojibwe traditions, language, and values while supporting the comprehensive development of young children.*

**Qualifications:**

- Must be 18 years of age.
- Must complete and pass a pre-employment drug screening,
- Must pass background checks/fingerprinting and clearances as required by state and federal regulations
- Must attain a high school or equivalent diploma before hiring.
- Must have a Child Development Associate credential with infant/toddler specialization (CDA) or equivalent state certification
- Must be willing to obtain Infant/Toddler coursework prior to 9/1/2025
- May consider other qualifications based on transcripts and Head Start waiver options
- Must have current CPR and First Aid certification (willingness to obtain)

- Health clearances including TB test and physical examination
- Able to do daily kneeling, stooping, bending, and sitting on the floor to attend to children's needs is necessary; with occasional lifting up to 50 lbs.
- Experience working with infants and toddlers, 1-2 years is preferred, with the ability to adapt the curriculum to meet all children's needs, including at-risk, special needs, gifted, and culturally diverse populations
- Must have a valid driver's license and be eligible for the Tribe's auto insurance coverage.
- Must be able to work effectively in a team environment.
- Must have strong organizational, communication, written, and interpersonal skills preferred.
- Requires SIDs, and Abusive Head Trauma Certification (SBS) before hire.

### **Performance Responsibilities:**

- Must maintain confidentiality of all child and family information and records
- Plan and implement age-appropriate child development lesson plans that provide a variety of activities designed to enhance social, emotional, physical, cognitive, and intellectual development.
- Maintain detailed records of children in their care.
- Fill out accident/incident reports promptly and as appropriate.
- Complete and update an individual annual "Professional Development Plan".
- Work collaboratively with classroom assistants, specialists and support staff
- Maintain the classroom environment including organization of space and material storage.
- Supervise indoor and outdoor activities, including field trips.
- Professionally greet children and parents pleasantly and appropriately. Encourage parents to participate, visit, and become involved in the Head Start Early Head Start Program.
- Maintain professional communication with all family members, supervisors, staff, and community partners.
- Participating in regular team meetings, professional development, and training
- Perform all other duties as assigned.

### **Benefits Package**

- Competitive salary commensurate with education and experience
- Comprehensive health, dental, and vision insurance with full time employment
- Retirement plan with employer contribution
- Paid time off and holidays
- Professional development opportunities
- Employee assistance program

### **Application Procedure:**

Submit your application, cover letter, resume, and three professional reference letters to the address below. Please attach all relevant certificates and transcripts pertaining to position applying.

**Lac Courte Oreilles**  
**Head Start/Early Head Start**  
**ATTN: Patricia Kakazu, HR Manager**  
**8837N Trepania Rd.**  
**Hayward, WI 54843**

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