



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

**LCO HEAD START TEACHER AID/BUS ASSISTANT
JOB DESCRIPTION**

Job Title: LCO Head Start Teacher AID/Bus Assistant
Reports to: LCO Head Start Teacher and Education Manager
Location: LCO Head Start
Classification: Full Time
Salary Range: Dependent on qualifications
Opening Date: 08/04/2025
Closing Date: Open until filled

General Description: *The Lac Courte Oreilles Early Head Start program is seeking a dedicated Head Start Teacher AID to provide high-quality early childhood education and care for children (3-5 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 provide or attain a high school or equivalent diploma before hiring.
- Must have a Child Development Associate credential with preschool specialization (CDA) or equivalent state certification
- 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 tuberculosis (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 frequently lifting children up to 50 lbs.
- Experience working with preschool children, 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 always maintain confidentiality of all child and family information and records,
- Bus Assist, work alongside bus drivers to ensure the safe transportation of students to and from school,
- Assist with daily classroom setup, observation notes, materials preparation, educational displays,
- Assist the Lead Teacher by planning and implementing age-appropriate child development lesson plans that provide a variety of activities designed to enhance social, emotional, physical, cognitive, and intellectual development,
- Support children during meals, rest time, and indoor and outdoor activities,
- Help maintain a safe, nurturing and stimulating classroom environment,
- Fill out accident/incident reports promptly and as appropriate,
- Complete and update an individual annual "Professional Development Plan",
- Work collaboratively with lead teachers, specialists and support staff,
- Professionally greet children and parents pleasantly and appropriately. Encourage parents to participate, visit, and become involved in the Head Start Early Head Start Program.
- Participating in regular team meetings, professional development, and training
- Perform all other duties as assigned.

Benefits Package Apply Following 90 Day Probation

- Competitive rate of pay 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.