

# LAC COURTE OREILLES

## Head Start & Early Head Start Program

### NOW HIRING

*Join our team in nurturing the next generation of our Ojibwe community. We are seeking passionate, dedicated individuals to support the growth and development of our youngest learners.*

<b>Early Head Start Teacher (Year-Round)</b> Infants & Toddlers   Birth to Age 3	<b>Substitute Teacher</b> Head Start & Early Head Start   Flexible
<p><b>About the Role</b>                      Provide high quality early childhood education and care for infants and toddlers, supporting comprehensive development through culturally responsive practices that honor Ojibwe traditions, language, and values.</p>	<p><b>About the Role</b>                      Ensure every classroom runs smoothly and safely when Lead Teachers need coverage. Step in with warmth and professionalism to provide children with consistent, high-quality care and learning experiences.</p>
<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Plan &amp; implement age-appropriate lesson plans for infants and toddlers</li> <li>• Maintain detailed records and complete incident/accident reports</li> <li>• Build partnerships with families; encourage parent involvement</li> <li>• Collaborate with classroom assistants, specialists, and support staff</li> <li>• Maintain a safe, organized, culturally affirming classroom</li> <li>• Participate in team meetings and ongoing professional development</li> </ul>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Implement lesson plans and maintain daily routines</li> <li>• Lead circle time, read aloud, music, and structured activities</li> <li>• Actively supervise all children per Head Start safety standards</li> <li>• Support smooth transitions between activities throughout the day</li> <li>• Provide break coverage for Lead Teachers and classroom staff</li> <li>• Communicate effectively with program staff and maintain confidentiality</li> </ul>
<p><b>Minimum Qualifications</b></p> <ul style="list-style-type: none"> <li>• High School Diploma or GED; age 18+</li> <li>• AA Early Childhood Education, preferably bachelor's in early childhood or</li> <li>• CDA credential with infant/toddler specialization (or equivalent)</li> <li>• 1-2 years' experience with infants and toddlers preferred</li> <li>• Current CPR, Shaken Baby, SIDS, Abusive Head Trauma, Mandated Reporting certifications etc. (We will help obtain)</li> <li>• Must pass background checks, drug screening, and health clearances</li> </ul>	<p><b>Minimum Qualifications</b></p> <ul style="list-style-type: none"> <li>• High School Diploma or GED; age 18+</li> <li>• CDA credential or ECE coursework preferred; willingness to pursue, required</li> <li>• Prior experience with children birth to five preferred</li> <li>• Current CPR &amp; First Aid (or must obtain within 90 days)</li> <li>• Must pass background checks and health screening requirements</li> <li>• Reliability and flexibility; available on short notice</li> </ul>

**Benefits Package (Full-Time Employees)**

**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, following the Lac Courte Oreilles Policies and Procedures Manual.*

<b>Competitive Salary</b> Commensurate with education & experience	<b>Comprehensive Benefits</b> Health, dental & vision insurance	<b>Retirement Plan</b> With employer contribution
<b>Paid Time Off</b> Paid leave & recognized holidays	<b>Professional Development</b> Training & growth opportunities	<b>Employee Assistance</b> Program support & resources