

## MI'KMAQ NATION JOB DESCRIPTION

**TITLE:** Substitute/All Positions

**CLASSIFICATION:** As Needed/On-Call

**IMMEDIATE SUPERVISOR:** Head Start Director

**WAGE SCALE:** \$13.80 per hour

**NOTE:** The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements. The description is meant to serve interviewers, applicants and directors as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility of the job. Some aspects of this portion may change over time, according to the Tribe's needs.

**SUMMARY OF POSITION:** As a substitute for the Head Start Program, the employee can be called upon to fill vacant roles throughout the spectrum of services in the case of staff illness or vacations. This position is on-call/or as needed with no guarantee of hours and no included benefits.

**EDUCATION (OR EQUIVALENT EXPERIENCE):** High School Diploma or GED required. Three months experience working with 3-5 year old children in a center based program preferred.

### **SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED:**

1. Average computer skills.
2. Excellent communication and organizational skills.
3. Ability to relate well with adults as well as 3-5 year old children.
4. Ability and willingness to work on own as well as part of a team.
5. Current tuberculosis immunization as well as physical (yearly)
6. Current CPR and First Aid certification or ability to become certified (yearly).
7. Successful completions of a full criminal history background check to include an FBI fingerprint check.

**WORKING CONDITIONS:** Regular office environment, classroom environment, kitchen, and the Head Start school bus.

### **FUNCTIONS AND TASKS (Head Start Performance Standards 45 CFR 1310; 45 CFR 1304.52(g) and (h)):**

#### *Bus Monitor Responsibilities:*

- Ensure safety of all children on the bus
- Ensure that child safety seats are used correctly
- Ensure that backpacks and other items are properly stored and secured and the aisles of the bus are clear at all times
- Assist children in boarding and exiting the bus
- Work with the bus driver in practicing the emergency and evacuation procedures with the children
- Appropriate handling of medications according to the Medication Administration Policy
- Following the protocol for pick up and drop off of children by ensuring that children are released to appropriate adults specified by the parent
- Ensures that the *Sign-In/Sign-Out* form for picking up and dropping off students is completely filled out and signed by the parent approved adult (refer to *Head Start Child Consent Form*).

*Classroom Helper Responsibilities:*

- Assist the Teacher and Teacher's Aide in implementing classroom activities
- Accompany the children on field trips and ensure that children safely board and exit the bus
- Assist the Teacher and Teacher's Aide during meal and snack times
- Work with all Head Start Staff in practicing emergency evacuation drills
- Maintain strict adherence to confidentiality as defined in the Privacy Act
- And all other duties as assigned.

**EVALUATION:** Feedback will be practiced on an on-going basis and the notes will be attached to your personnel file.

**NOTICE:** This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor. Requirements stated herein are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill. The incumbent will also be required to pass a physical examination and PPD (tuberculosis) Screening.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety of themselves or others.

**There is no closing date for this announcement as hiring is On-going**

**The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with 25 USC 472, 472 (a) and P.L. 93-638 and is an Equal Opportunity and Service Provider**

**A complete Job Description and an Application can be found at [www.micmac-nsn.gov](http://www.micmac-nsn.gov), or call Cheryl Smart at 764-1972 to have an application mailed. This position is subject to FBI, DHHS, and State of Maine background checks.**

**Please send the completed Job Application to the following address or email:**

**Cheryl Smart  
Attn: Human Resource Assistant  
Mi'kmaq Nation  
7 Northern Road, Presque Isle, ME 04769  
[csmart@micmac-nsn.gov](mailto:csmart@micmac-nsn.gov)**