



MI'KMAQ NATION
JOB ANNOUNCEMENT



POSITION TITLE: Covid-19 (ARPA) Classroom Helper

CLASSIFICATION: Part-Time Temporary/Hourly/Per Funding 29.5 hours weekly: August 12, 2024-June 19, 2026

IMMEDIATE SUPERVISOR: Head Start Director and Educational Coordinator

SALARY RANGE: \$15.00-\$16.38

SUMMARY OF POSITION: As Classroom Helper the employee will work cooperatively with classroom staff in the implementation of all classroom activities and field trips.

EDUCATION (AND PERTINENT EXPERIENCE): High School Diploma or GED, CDA preferred. Three months experience working with 3-5 year old children in a center based program preferred.

SKILLS/KNOWLEDGE/ABILITIES REQUIRED: Average computer skills, excellent communication and organizational skills, ability to relate well with adults as well as 3-5 year old children, ability and willingness to work on own as well as part of a team, current tuberculosis immunization as well as physical (yearly), current CPR and First Aid certification or ability to become certified (yearly), successful completions of a full criminal history background check to include an FBI fingerprint check.

WORKING CONDITIONS: Regular office environment, classroom environment, as well as the Head Start school bus.

A completed application includes copies of certificates/licenses/degrees stated in your application, along with a cover letter and a resume, 3 professional references from current or past employers (within 3 years).

A complete Job Description and an Application can be accessed online at www.micmac-nsn.gov under Job Opportunities or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

CLOSING DATE: August 12, 2024

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

Attn: Human Resource

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

bdiamond@micmac-nsn.gov

Only individuals who have proof of full COVID-19 vaccination will be consider for hire.

The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.