Did you know that in the winter months, schools experience a significant drop in attendance? Life circumstance can often act as a barrier for getting students to-and-from schooling.

In northern Wisconsin, we often have long and cold winters—it provides us with many positives: winter sports, beautiful scenery, and more. Nevertheless, the weather during this season can deter people from making the trip to school.

A solution to this barrier is to utilize other forms of transportation—there is the school bus (scheduled for Head Start students only), public transit (Miskwaabekong is free to our ECC families!), carpooling, or walking.

Children are still building up their immune systems and are prone to illness—another major barrier to school attendance. Here are a few preventative tips to help keep them (and parents) healthy:

| Dress for the weather—put on the layers and the proper outside gear when heading outside. |
| Wash your hands—it prevents the spreading of germs to others (by touching surfaces) and self (by touching your face, mouth, and/or eyes). |
| Eat breakfast—it provides your body with the energy it needs throughout the day (The ECC provides breakfast to students every school day). |

The ECC Teachers and Staff look forward to seeing students and their families every day. Stay warm and healthy during this season!

This table shows the average attendance rate—over a 3-month period, for each center-based classroom.
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<td>Grand Parents Breakfast</td>
<td>Home Base Social 10-12</td>
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<td>Dads Breakfast ECC Early Release 12:00</td>
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<td>MOWS Breakfast</td>
<td>No ECC Child Day Holiday Party Home Base Social 10-12</td>
<td>No ECC Child Day</td>
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<tr>
<td>No ECC Child Day No Bayfield School</td>
<td>No ECC Child Day No Bayfield School</td>
<td>Christmas Tree ECC Closed</td>
<td>No ECC Child Day No Bayfield School</td>
<td>No ECC Child Day No Bayfield School</td>
<td>Winter Break ECC Closed Dec 23rd - Jan 3rd Classes Resume Jan 6th</td>
<td></td>
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</tbody>
</table>
November
2019
Attendance

Early Head Start:
Fiona Mehtala
Head Start:
Isaac Sanders

Early Head Start—32 Students
Waabooz..........................06 Students
Amik..............................07 Students
Makwa...........................04 Students
Esiban...........................03 Students
TOTAL: 20 Students

Head Start—50 Students
Ma’iiingan........................10 Students
Mashkodebizhiki..............13 Students
Migizi............................13 Students
TOTAL: 36 Students
2019-2020
Red Cliff Early Childhood
Attendance Procedures

Federal guidelines state that, "Head Start/Early Head Start Programs
must maintain 85% attendance or better."

1) Parents are required to call the ECC front desk in the event that their
child is absent

2) The ECC will attempt to contact family, if the family does not con-
tact the school within 1 hr. after the start of the school day to learn of
absence reason and/or assist family

3) After two days of no contact with parents, teachers will make a re-
ferral to ECC Family Services staff.

4) The Head Start/Early Head Start Director will monitor attendance
weekly and coordinate follow-up if absences are chronic

5) After two weeks of continual absences (unexcused, unable to contact
parents, excessive family days, etc.), a meeting with the family will be
attempted to resolve with attendance plan

6) In the event of continued chronic absences, children may be exited
from the program.

Please call The Front desk at 715-779-5030 ext. 2521
in the event that you child will be absent,
ECC's Annual Winter Holiday Party

DATE: December 20, 2019 (Friday)
TIME: 10 AM - 12 PM
PLACE: Boys & Girls Club of Gitchigami

Open to the Community - All are Welcome!
Santa Arrives at 10:00

Holiday Feast will be provided.
Gifts will be for ECC Children

For further information, please contact:
(715) 779-5030
Cindy G., Ext. 2551 or Jenny D., Ext. 2533
Boozhoo Families!

The month of November has just flown right by, but I hope everyone had a wonderful holiday break!

Now we move onto the month of December... things we will be working on:
Sitting up, crawling, and walking.
Working on and achieving the individual goals of each child.

In the classroom we enjoy singing & reading books.
We will also be doing more activities that include working on the fine motor and gross motor skills.

**Just a few reminders...**

- Please have at least one or two sets of extra clothes for your child to keep at school, some days we get messier than others.

- Weather appropriate clothing is also a good thing to have at school, as we do try and get outside when we can. (Hats, mittens, jackets/snowsuits, boots/shoes.) Our kids enjoy being outside exploring the playground and/or sitting in the buggies to take a walk.

- Please remember to call us if your child will be absent for the day, you can call and leave a message with the front office.

Miigwech,
Miss Tiff & Ms Judy
715-779-5030 x 2524
Boozhoo! It’s already December, the beginning of the year went by so fast and your children have already grown so much! We are so proud of them. This month we will be working on using our words, dressing ourselves, and learning about winter. A reminder we do go outside everyday if possible, so please bring appropriate clothing.

This month we have two birthdays.
Aiden Hoopman and Giancarlos Gordon! :)

Reminder
No school the following dates.
12/20/19 No Child day
12/23/19 - 01/3/20 Christmas break
Boozhoo,

Our year is flying by. The children are growing so fast and everyone is talking so well. It is nice hearing what they have to say.

This month is Manidoo-Giizisoons, which means Little Spirit Moon. We will be learning about clothing and practice dressing ourselves. We will also be doing lots of Christmas crafts and activities.

We will be going outside daily, weather permitting. Please send your child with proper outdoor clothing such as snow pants, boots, hats and mittens, as well as a change of clothes for the classroom so we can play in the water and have something warm to put on after.

Important dates: Dec. 5th, Grandparents breakfast
Dec. 12th, Dad’s breakfast
Dec. 19th, Mom’s breakfast
Dec. 20th, Holiday Party
ECC Closed for children Dec. 23-Jan. 3rd
Winter is here. PLEASE make sure that your child has the proper outside clothing. We do go outside daily weather permitting.

Elsa like playing with the babies.
Maverick likes playing with the magnetic shapes
Shailene likes making food in the little kitchen area
Fiona likes looking at herself in the Mirror
Ryker likes playing with the kinetic sand
Zayden likes to play with the hot wheel cars
Selena likes to play with the babies
Erykah likes playing with the babies

Ms. Melissa & Ms. Amber

Reminders
12-5-19: Grandparents Breakfast
12-12-19: Dads Breakfast
12-19-19: Moms Breakfast
12-20-19: No ECC Kid day
12-20-19: Holiday party is at the youth center from 10 to 12
Winter break December 23rd until January 3rd. classes resume January 6th

Ojibwemowin
Snow: Goon
Cold: Gisinaa
White: waabskaa
Wet snow: zhakaagnagaa
Ice: Mikwam
Agongos Home Base

December Newsletter

Upcoming Events:

December 6th
Home Base Socialization
10am-Noon @ the Boys and Girls Club

December 20th
ECC Winter Holiday Party &
Home Base Social @ the ECC

December 23rd-31st
Winter Break

Adaminon imaa goon daa
Let’s play in the snow!

Ms. Haley 779-5030 ext. 2536
Ms. Patrice 779-5030 ext. 2537
Ms. Dawn 779-5030 ext. 2538
Agongos Home Base

Holiday Party

December 6th 10AM - Noon

@ the Boys and Girls Club

Knock ‘em Down Activity

Gingerbread Man Craft & Story

Ms. Haley (715)779-5030 ext:2536

Ms. Patrice (715)779-5030 ext:2537

Ms. Dawn (715)779-5030 ext:2538
News and Plans........

We have many great activities planned this month! We will continue working on our clothing study. Our classroom is doing an excellent job getting ourselves dresses, thanks so much for encouraging this at home. It gives them so much self confidence knowing that they can dress themselves.

Our Holiday party is on Friday, December 20th from 10-12 ay the Boys and Girls Club. Our last day of class will be the 19th. Classes will resume on January 6, 2020.

We will be working hard on many holiday activities. Our classroom has an elf that we will name, learn The 12 Days of Christmas, the act of kindness and giving, S-A-N-T-A was his name O!

Watch for flyer that are in your child's mailbox for 4-K events.

Have a great Christmas!

😊 Ms. Nadine, Ms. J, Ms. Becca and Ms. Phoebe

<table>
<thead>
<tr>
<th>Ojibwemowin</th>
<th>REMINDERS......</th>
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<tbody>
<tr>
<td>Baabiinzikawaagan- Jacket</td>
<td>12/5 Grandparents Breakfast</td>
</tr>
<tr>
<td>Wiiwakwaan- Hat</td>
<td>12/12 Dad Breakfast</td>
</tr>
<tr>
<td>Giizhoopizon- Scarf</td>
<td>12/19 Moms Breakfast</td>
</tr>
<tr>
<td>Biitookizin- Boots</td>
<td>12/20 ECC Holiday Party</td>
</tr>
<tr>
<td>Biibooni giboodiyegwaazon- Snowpants</td>
<td>12/23 Start of Winter Break, classes will resume on January 6th</td>
</tr>
<tr>
<td>Minjikaawanag- Mittens</td>
<td></td>
</tr>
</tbody>
</table>
What’s Happening in Maingan Room?

Boozhoo Families!!

We have been busy learning how to be a good friend, turn taking, sharing, recognizing our names, tracing, fine motor, and working on our numbers. We have been working very hard on our self help skills, and how to be helpful helpers daily.

A friendly reminder to all caregivers that is winter time now, and we go out weather permitting. We need snow pants, mittens, hat, boots, and jackets daily. Also, it’s always nice to have one extra set of clothing in case accidents or sometimes we can get messy. Please call us by 9am if your child or children will NOT be attending school, we really like to hear from you.

We invite parents and caregivers to come visit our classroom during meal times, field trips, and outside time. Kids really love showing off their school and what they are learning. Thank you all for the understanding a cooperation this year!! It is much appreciated!
**MIGIZI NEWS**

It is hard to believe the holidays are upon us already. We hope everyone will have a wonderful Thanksgiving.

Remember we will be closed November 25 through the 29th with everyone returning to school on Dec 2nd.

December will fly by with all the Christmas activities and the children will be so excited for Santa. We will be having The Elf on the Shelf coming to visit us when we return to school on the 2nd. Another reminder the center will be closed on December 23rd through January 3rd returning to school on January 6th.

Our Christmas Party at the Youth Center for all the Ecc Children will be on December 20th.

Please send all the appropriate winter outdoor clothes for your child, our supply is very limited and we want each child to be warm and safe while playing outside. When your child is getting ready to go outside we teach them they wear 5 things before they can be outside and this is the order in which they’re taught.

1. snow pants
2. boots
3. snow pants
4. hat
5. mittens or gloves

Have your child practice this each time they go outside. This is a self-help skill that not only helps your child but us as teachers and you as a parent.

Ms Diann, Ms Linda, Ms Kathy
Red Cliff Library - Ginanda Gikendaasomin
Meet The Author!!!

Tommy Orange is the author of There There, one of The New York Times' top books of 2018 and a Pulitzer Prize finalist. Tommy will be in the Red Cliff area Wednesday December 4th to visit Bayfield meet and the Red Cliff Library!

Where: Red Cliff Library,
88455 Pike RD
Bayfield WI 54814

When: WEDNESDAY DEC 4th 6:00-7:00PM

Snacks provided!
Please join us for an informal meet and greet with the author!
Have you been treated for cancer?
Do you or your loved one have cancer?
Are you a survivor?
Do you want someone to Listen, share, learn or support?

Join us!

You are welcome to join us at the Red Cliff Community Health Center

Cancer Support Group
A Place For Caring, Sharing & Love

3rd Thursday of every month 5:00 ~ 7:00 pm
Join us for a snack, good conversation and laughs!

DECEMBER DATE CHANGE!
12/12/19
Holiday theme ~ see you there!

Bring yourself +1, +2...

Sponsored By:
Red Cliff Community Health Center
36745 Aiken Road
Bayfield, WI. 54814

More information:
Mardella or Anna: 715-779-3707
Jenelle Elza, ACS 715-209-6883
Building Wellness
Through Culture, Traditions, Language & Ceremony

Richard Morrison
Elder, Spiritual Advisor
Nigigoonsiminikaaning, ON, CAN

Mishomis Wellness Center (MWC)
Friday, December 13, 2019
10 - 2 p.m.
~Lunch Provided~

- Traditional Medicines
- Seven Teachings
- Ceremony
- Balance
- Healing
- Language - Our way of life is in the language

For more information or to register contact: Linda Dunbar, MWC
715 779 8741 ext. 2408
Annual Ashland Firefighters’ Toy Drive

To sign up call RSVP at 715-292-6400 Ex 1 or 2. by December 10th.
Children newborn - age 12.
Toys will be distributed on December 17 from 10am - 6pm at the
Bretting Community Center, 400 W. 4th Ave. Ashland

Christmas for Teens:
To sign up: Contact 715-682-0254 or 715-685-4375
Monday - Friday between 9:30am - 5pm
Sign up ends November 30th
Teenagers between the ages of 13 - 18 years

Clients have to be on Food Share or Badger Care and under the FPL
Kids Christmas Party

Saturday, December 21, 2019

11:30 a.m. (Registration) - 3:00 p.m.

Mr. and Mrs. Clause will arrive at Noon

Legendary Waters Resort & Casino

Infant to 12 year olds

Punch and Cookies will be served

A Gift For Everyone!

If you would like to volunteer to help wrap presents or assist at the party, please contact the Administration Office at 715-779-3700
Elders Christmas Party

Legendary Waters Resort & Casino

Monday Dec 23, 2019

Event will start at 11:00am

Warmest Wishes this Holiday Season

Transportation is available

please call

715-779-3746

OR

715-209-6892
5th Annual Holiday Hoops
3 on 3 Basketball Tournament

Tuesday, December 31st
Starting at 9:00am
Marcovich Wellness Center

Ages: 3rd-8th grade boys and girls (Each grade will have their own division. In case of low turnout in a division we will combine divisions).

Team Fee: $50/per team (up to 4 players per team unless approved by Tournament Director).

Information: All courts will have a game official. Teams must supply one volunteer to work game clock/scoresheet. Concessions and tournament t-shirts will be available for purchase the day of the tournament.

Registration:
1. Registrations must be received by Friday, December 20th at noon (please contact Jarod when submitting your form to make sure he received it).
2. Mail, drop-off, fax, or email registration, liability waivers and fees to (make checks payable to MWC):
   Jarod Meyer, Intramural Coordinator
   UW-Superior (Attn. Campus Rec)
   PO Box 2000
   Superior, WI 54880
   Email: jmeyer49@uwsuperior.edu
   Fax: 715-395-4625
3. Find tournament information, registration, and waiver at www.uwsuperior.edu/community/rec
4. Players are only eligible to play on one team.
5. Be sure to include your liability waiver form. All players need to have a liability waiver filled out to play.
6. Any questions contact Jarod Meyer @ 715-395-4651 or jmeyer49@uwsuperior.edu

- Proceeds from this tournament will be used for the Little Yellowjackets Summer Camps scholarship fund
- Proctor boy's basketball will be helping as volunteers so this event is able to be hosted
- Main objective of tournament is to have fun and opportunity to play
- Division winners receive tournament championship t-shirt
Ma’iingan is a brother to Anishinaabeg and an asset to the ecosystems in which he lives—still, fear of the wolf persists. Join Great Lakes Tribes with our government and non-government partners to learn about Ma’iingan through research and traditional stories.

Event Schedule

Friday Evening
Informational Tables by Tribes and Partners, Welcoming Address, Story of Ma’iingan and Anishinaabe, Talk on Ma’iingan by Adrian Wydeven, Feast, Showing of the Brother Ma’iingan Documentary

Saturday Morning
Informational Tables, Stories of Ma’iingan, Tribal Conservation of Ma’iingan

Saturday Afternoon
Review of Tribal Ma’iingan Plans, Ma’iingan Treaty Rights, Developing a Vision for Ma’iingan

Sunday Morning
Drafting a Treaty with Ma’iingan

Sunday Afternoon
Outside events TBA

Register by December 8, 2019 to guarantee a setting at the feast. No fee. Scan the QR code to the right or visit www.northland.edu/sustainability/wse/2020/wolf_symposium

For more info or to get involved, contact Bad River Wildlife Specialist Abi Ferguson at wildlife@badriver-nsn.gov or at (715) 685-7840, ext. 1554. Miigwech!
HELP US DECORATE OUR CHRISTMAS TREE AT THE CABIN
OF THE LCO COMMUNITY COLLEGE/RED CLIFF OUTREACH SITE
WITH HAT AND/OR MITTENS/GLOVES
FROM NOVEMBER 15TH TO DECEMBER 15TH

ANY QUESTIONS, PLEASE CALL 715/779-3700 AND ASK FOR THE CABIN!

CHI MII GWECH!!!!

WHAT EVER IS DONATED WILL BE DIVIDED AND GIVEN TO THE CHILDREN
AT THE RED CLIFF EARLY CHILDHOOD CENTER AND THE BAYFIELD HEADSTART!!!!
The Red Cliff AODA Reduction Team is seeking applications for the creation of a logo for their team.

The mission of the Red Cliff AODA Reduction Team is to collaborate and work together as a team to prevent alcohol and other drug use among our Tribe, reduce the violent impacts alcohol and other drug abuse has on our Tribe, and to promote well-being through education and encouragement for healthier alternatives to substance abuse.

- Logos must fit within a 7x7 inch space.
- Applicants 16 years of age or older may submit a logo.
- Logos must be submitted by 1/15/2020 to Sonia Reyes-Buffalo at the Community Health Center.
- If you are a high schooler, please drop off finished logo artwork with a copy of this flyer to your school secretary and they will get it to us.
- Any questions contact Sonia at 715-779-3508.

GOOD LUCK!!
My Plate

Increase physical activity by picking activities you like and start by doing what you can, at least 10 minutes at a time. Every bit adds up, and the health benefits increase as you spend more time being active. The point is to get out there and move!

Start with breakfast. Eat a breakfast that helps you meet your food group needs. People who skip breakfast often weigh more. Eating a nutrient-dense breakfast may help you lose weight and keep it off.

**Drink water instead of sugary drinks. There are about 10 packets of sugar in a 12-ounce can of soda, while water has no added sugars.**

Eating fruit provides health benefits — people who eat more fruits and vegetables as part of an overall healthy diet are likely to have a reduced risk of some chronic diseases. Fruits provide nutrients vital for health and maintenance of your body.

Fall is in the air, old man Winter is moving in. Staying active and not adding extra pounds through the winter months means a lot. We want our children strong, fit and healthy Active and Alert for school. Above are a few tips to keep those muscles and bones strong so we can continue to be active through winter. SO...WE DO Not turn into a COUCH POTATO.

Gathered From: Choose My Plate .gov
GERMS are all around you.

Stay healthy. Wash your hands.

www.cdc.gov/handwashing
School is too much fun to miss.

- Everyone 6 months and older should get a flu vaccine. This means kids—and their parents, grandparents, and other caregivers.
- This season, protect yourself—and your family—by getting a flu vaccine.

For information on where you and your child can get a flu vaccine, visit

www.dhs.wisconsin.gov/influenza
NO ONE WANTS TO GET SICK WITH THE FLU!

- Get the flu vaccine.
- Cover your nose and mouth when you cough or sneeze.
- Stay home when you are sick.
- Wash your hands.

Wisconsin Department of Health Services | Bureau of Communicable Diseases
FOR PARENTS OF YOUNG CHILDREN

• Your child’s first dental visit should be at 12 months of age or when first tooth is visible.

• Pea sized amount of fluoride toothpaste should last 3 weeks

• Bacteria that may cause cavities are transferred in families via saliva (sharing cups/spoons).

• Children who drink excessive amounts of juice and/or are bottle fed past 14 months of age are very high risk of acquiring Early Childhood Caries.

Dr Brent Sunday is a Board Certified Pediatric Dentist providing Pediatric Specialty Services at the Red Cliff Health Center and Full Mouth Dental Rehabilitation at Ashland Memorial Medical Center.

TO SCHEDULE A DENTAL EXAM WITH DR SUNDAY, CALL THE RED CLIFF HEALTH CENTER:

715-779-3707 or 715-779-3096
Toothbrush Buying Tips

Get the Correct Brush Size

- Different types of toothbrushes are available. The key to finding the right match for your little one is to get a toothbrush based on your toddler’s age. A small brush can be a choking hazard while a big one may not clean his teeth properly. Here is a guide of age-appropriate toothbrushes:

- Finger Toothbrushes. If your little one is still starting to grow his teeth, an infant finger brush can take excellent care of his teeth. Finger brushes are extra soft making them easy to use. Your toddler can simply use a non-fluoride toothpaste or water. Best for toddlers between 8 to 12 months old.

- Toddler Toothbrushes. When your toddler reaches the age of 2, he can now switch to a toddler toothbrush. The brush’s head is slightly bigger which effectively helps in getting the hard to reach baby tooth molars that erupt in the back of your toddler’s mouth. When your toddler starts to spit out his toothpaste, you can now shift to using toothpaste with fluoride.

- School Age Toothbrushes. Once his adult teeth start developing, a larger children’s brush is recommended to ensure his adult teeth remain healthy and strong. Make the switch once he hits the age of 5.

- Electric Toothbrush. Best used by 5 to 8-year old toddlers, kids love electric toothbrushes as there is a 3 minute timer fixed in them which ensures complete and longer brushing of teeth. It also helps boost your child’s motor skills. Look for brushes that are rechargeable and with replaceable heads.
Matching

Draw a line to the correct animal

Animosh  Fox
Makwa    Raccoon
Amik     Deer
Mashkodebizhiki  Rabbi
Gaazhagens  Moose
Waawaashkeshi  Beaver
Waagosh    Dog
Horse      Mouse
Mooz       Cat
Waawaabiganoojiinh  Bebezhigooganzhii
Waabooz    Buffalo
Esiban     Bear
:: Job Openings ::

Current Openings

Job Center of Wisconsin displays open job orders maintained by the Job Center of Wisconsin. 
[Link to Job Center of Wisconsin]

APPLICATION SUBMITTAL REQUIREMENTS FOR ALL POSITIONS:
The following items are required for all positions:
1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Completed Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act.

Current Openings for the Red Cliff Tribe

Pharmacy Technician - Business
DEADLINE: December 4, 2019

Fish Plant Manager
DEADLINE: December 9, 2019

Tribal Law Enforcement Based Victim Specialist
DEADLINE: December 10, 2019

Domestic Violence/Sexual Assault Victim Advocate - 2 positions
DEADLINE: Open Until Filled.

Administrative Assistant - Family Violence Program
DEADLINE: Open Until Filled.

Early Childhood Center Education and Abilities Specialist
DEADLINE: Open Until Filled.

Tribal Administration Liaison
DEADLINE: Open Until Filled

Head Start Bus Driver - Part-time
DEADLINE: Open Until Filled

Tribal Law Enforcement Officer - Part Time
DEADLINE: Open Until Filled

Tribal Planner
DEADLINE: Open Until Filled

Administrative Assistant - Planning Department, Part-time
DEADLINE: Open Until Filled

Tribal Court Receptionist/Secretary
DEADLINE: Open Until Filled
Administrative Assistant - Project LAUNCH
DEADLINE: Open Until Filled.

Medical Assistant
DEADLINE: Open Until Filled.

Chief Financial Officer
DEADLINE: Open Until Filled.

Tribal Aging and Disability Resource Specialist
DEADLINE: Open Until Filled

Early Head Start Center Based Teacher - 1 Position
DEADLINE: Open Until Filled

Elderly Nutrition On Call Assistant Cook
DEADLINE: Applications accepted all year

ECC Substitute Assistant Teacher/Support-Staff
DEADLINE: Applications Accepted Year Round

Current Openings for the Bad River Band Of Lake Superior Chippewa Indians Tribe
Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road
Bayfield, WI 54814
Phone: 715-779-3700 Fax: 715-779-3704
Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

POSITION: Early Childhood Center Education and Abilities Specialist

LOCATION: Red Cliff Early Childhood Center

WAGE: $14.00 - $17.00/hour, Plus Benefits

SUPERVISOR: ECC Administrator

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

JOB SUMMARY: Responsible for overall management of the Red Cliff Early Childhood Center education component. Responsible for providing day-to-day guidance, mentorship, and support for ECC teaching staff. Ensure the center's culturally-based curriculum is implemented on a daily basis throughout the center while striving for continuous quality improvement to meet/exceed Federal Head Start/Early Head Start Performance Standards, State of WI Group Child Care Center licensing requirements, and other appropriate performance indicators.

Responsible for all duties of the Abilities Specialist for Red Cliff Early Head Start and Head Start Programs, 0-5 year old infants/toddlers and pregnant women enrolled in either the center-based or home-base program.

JOB DUTIES AND RESPONSIBILITIES:
1. Work towards increasing daily use of Ojibwe language and cultural teachings in the classrooms. Coordinate Ojibwe language and cultural teaching sessions with teachers and consultants.
3. Monitor use of these systems by teachers. Obtain and provide training when needed.
4. Aggregate and analyze child-level assessment data three times per year for all children participating in the program.
5. Monitor the ECC's progress towards meeting the ECC School Readiness Goals.

"The Hub of the Chippewa Nation"
6. Inform parents and the community of our progress towards meeting the ECC School Readiness Goals.

7. Use assessment data, the ECC School Readiness Goals progress monitoring, and other relevant data to direct continuous program improvement in the areas of curriculum, instruction, professional development, and other program decisions.

8. Work in collaboration with the Bayfield School to plan transition activities for ECC children going on to kindergarten at the Bayfield School and their families.

9. Review and monitor weekly lesson plans and documentation at least monthly or more often when necessary. Conduct teacher training on lesson planning, documentation, child goals, assessment, individualization, home-visits, parent-teacher requirements, and other education related performance standards at least annually and as needed.

10. Provide mentorship, individual strengths-based feedback, cultural relevancy, and best-practice guidance to teaching staff as needed.

11. Must attend staff meetings, Policy Council, and Parent meetings as required.

12. Maintain an effective communication system with staff and parents. Contribute to weekly staff meetings for each program, as well as weekly management team meetings.

13. Monitor pertinent education-related state and federal statues, regulations, transmittal notices and information memorandums and disseminate as appropriate.

14. Work closely with other component managers on program, child, and family issues.

15. Prepare and submit quarterly education and abilities related management reports.


17. As a key member of the Screen Team, monitor progress toward meeting developmental screening deadlines, disseminate screen progress monitoring to directors and relevant component managers, plan and participate in screen data entry into ChildPlus with other Screen Team members.

18. Update/revise Education Plan, Disabilities Services Plan and 4K program plan at least annually to define goals and objectives in accordance with performance standards and reflective of community needs, resources and strengths.

19. Must be able to work a flexible schedule to accommodate the needs of children and families served.

20. Must serve as a role model and must maintain confidentially at all times.

21. Responsible for coordination of Disabilities Services including outreach, recruitment, enrollment and arranging for delivery of services for infants and toddlers, ages 0-5 with special needs, in compliance with 45CFR 1304 and 45CFR 1308 Head Start Program Performance Standards on services for children with disabilities.

22. Work with county, tribal and community service providers to provide necessary disabilities services for Early Head Start and Head Start children, their families and/or pregnant women enrolled in the program.

23. Develop and revise annual collaboration agreements with other agencies relevant to disabilities services.

24. Assist the family and relevant staff in developing an Individual Family Service Plan (IFSP) and/or an Individual Education Plan (IEP) for our special needs families enrolled in Early Head Start or Head Start programs and help parents advocate for their children.

25. Maintain and document contacts with special needs families. Must maintain confidentiality of each family’s information and records.

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26. Coordinate services including outreach referral for special needs health services for children birth to five years of age.
27. Coordinate Bayfield School and ECC teacher/specialist meetings at least quarterly.
28. Maintain communication and collaboration with the Birth to Three Service Coordinator, planning and attending monthly meetings with the Birth to Three Service Coordinator.
29. Coordinate staff in-services and parent education related to disabilities services.
30. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

KNOWLEDGE: Knowledge of child's brain development and behavior. Knowledge of and sensitivity for Ojibwe culture and traditions.

QUALIFICATIONS:
1. This position prefers a minimum of a BA degree in Early Childhood Education or Associate Degree in Early Childhood or related field or pursuing a degree in Early Childhood. Advanced degree preferred.
2. Must have prior experience and knowledge of child development.
3. Must have knowledge and experience in working effectively with Native American families, with awareness and understanding of the uniqueness of the Red Cliff community required.
4. Must possess excellent interpersonal and communication skills, including the ability to work as part of a team.
5. Experience or education in working with children and families with special needs preferred.
6. Ability to maintain accurate, neat, and numerous records required. Understanding of and/or respect for the sensory integration theory.
7. Ability to work under stress.
8. Prior Head Start or Early Head Start experience highly desirable.
9. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the Tribe's vehicle insurance policy.

SPECIAL REQUIREMENTS: annual health exam, TB test, immunizations including Hepatitis B (or sign a Hepatitis B waiver) and required trainings such as confidentiality, CPR, etc.

PERSONAL CONTACTS: Collaboration with local, state, national and international collaborating partners, with particular emphasis on networking with parents, extended families and the Red Cliff community.

PHYSICAL REQUIREMENTS: Must be physically able to work with young children.

WORK ENVIRONMENT: Primary work environment Red Cliff Early Childhood Center

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

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BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the name or image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer’s discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:
1. Completed Tribal Application, to include work history and references; available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the Tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: October 30, 2019
DEADLINE: November 14, 2019 @ 4:00 p.m. Open Until Filled

FOR FURTHER INFORMATION:
Red Cliff Band of Lake Superior Chippewa
Human Resources
88455 Pike Road
Bayfield, WI 54814
www.redcliff-nsn.gov
ashley.poch@redcliff-nsn.gov
diane.cooley@redcliff-nsn.gov

(715)779-3700 ext. 4268 or 4267

All Early Childhood Center employees must submit mandatory criminal background check information to Human Resources Department with application. Per WI Department of Children & Families (DCF) Bureau of Early Care Regulation (BECR) Memo 2014-03, all licensed child care center employees must complete a one-time fingerprint-based background check on all employees. Every year thereafter, a name-based background check through the Department of Justice (DOJ) must be conducted annually or following any conviction occurring after commencement of employment.

"The Hub of the Chippewa Nation"
(45) CFR Part 1301.31 requires preference be given to qualified current or former parents of Head Start children as position vacancies occur.

The Red Cliff Early Childhood Center has a Drug Free/Smoke Free environmental policy and follows the intent of the Drug Free Work Place Act.

EMPLOYEE BENEFITS PACKAGE
THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:
1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of $15,000 is included at no cost to all employees. Spouses are covered at $7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee’s wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 11 paid holidays.

"The Hub of the Chippewa Nation"
JOB DESCRIPTION

POSITION:  Head Start Bus Driver

LOCATION:  Red Cliff Early Childhood Center

WAGE:  $14.00 per hour; 20-22 hrs per week

SUPERVISOR(S):  ECC Administrator & Head Start Director

THIS IS A REGULAR PART-TIME NON-EXEMPT POSITION. THIS POSITION REQUIRES THE ABILITY TO WORK SPLIT SHIFTS.

JOB SUMMARY:  Responsible for the safe transportation of each Head Start child between his/her pick up or drop off designation, and to the designated person on their transportation forms. Also responsible for overseeing the Transportation component, including preparation of the Transportation Plan on an annual basis.

DUTIES AND RESPONSIBILITIES:
1. Responsible for ensuring that Head Start transportation is provided in a safe, appropriate manner, in compliance with Head Start performance standards and State of Wisconsin transportation regulations.
2. Responsible for developing and keeping a current schedule for the safe transportation of Head Start children to and from the Center.
3. Must maintain and observe all current safety standards with regard to the vehicle and conduct of the children entering, riding, and exiting the bus.
4. Must maintain accurate daily mileage reports, file reports monthly.
5. Must maintain daily attendance reports on all children riding the bus.
6. Responsible for general maintenance and up-keep of the Head Start vehicles using licensed mechanic service.
7. Responsible for reporting any problems, accidents, or concerns that may affect the smooth and safe transportation of the children. These must be documented in writing.
8. Must enforce Head Start policies on required use of seat belts for all passengers, including self; all children must be placed in child safety restraints (car seat).
9. Responsible for ensuring state vehicle inspection is performed and documents at least

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annually for each bus.
10. Must conduct and document daily pre-trip safety check on Head Start vehicle.
11. Must maintain accurate, up-to-date emergency contact info on all children riding the bus, including current photo.
12. Must conduct and document all required training regulations including annual on-board observation, annual behind-the-wheel and refresher classroom training for bus drivers.
13. Must maintain an organized method of documenting that federal and state transportation requirements are being met.
14. Responsible for updating the Head Start Transportation Plan on an annual basis with collaboration from other Bus Driver and ECC Administrator.
15. Responsible for obtaining a qualified substitute when absences are known ahead of time.
16. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None.

QUALIFICATIONS:
1. Must possess and maintain a current Commercial Driver’s License/with a School bus Passenger Endorsement. CDL must meet standards for driving vehicle over 30,000 pounds.
2. Must have a current safe driving record (must provide Human Resources Department, Procurement, and Head Start program with a copy).
3. Must be 25 years of age or older.
4. Must pass required physical examination prior to hire, including TB test (or sign TB waiver).
5. Ability to manage and relate to preschool children is required.
6. Must have knowledge of vehicle maintenance.
7. Computer skills helpful; if computer training is needed, must be willing to learn.

PERSONAL CONTACTS: Daily interaction with Head Start parents and children; occasional contact with mechanics and community members.

PHYSICAL REQUIREMENTS: Must be physically able to work with young children; annual health exam, TB test, immunizations including Hepatitis B (or signed waiver) and required trainings such as confidentiality, CPR, etc. Must attend appropriate staff meetings, Policy Council, and parent meetings as required.

WORK ENVIRONMENT: Red Cliff Early Childhood Center Service Area.

TRAVEL REQUIREMENTS: Head Start vehicle maintenance and must be able to attend local, regional, and national trainings.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and

"The Hub of the Chippewa Nation"
consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the name or image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer’s discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:
1. Completed Tribal Application, to include work history and references; available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the Tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: November 5, 2019
DEADLINE: Open Until Filled

FOR FURTHER INFORMATION:

Red Cliff Band of Lake Superior Chippewa
Human Resources
88455 Pike Road
Bayfield, WI 54814
www.redcliff-nsn.gov
ashley.poch@redcliff-nsn.gov
diane.cooley@redcliff-nsn.gov

(715)779-3700 ext. 4268 or 4267

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

All Early Childhood Center employees must submit mandatory criminal background check information to Human Resources Department with application.

The Red Cliff Early Head Start has a Drug Free/Smoke Free environmental policy and

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follows the intent of the Drug Free Work Place Act.

(45) CFR Part 1302.90 (b)(6) A program must consider current and former program parents for employment vacancies for which such parents apply and are qualified.

EMPLOYEE BENEFIT PACKAGE – PART-TIME EMPLOYEES

1. A Health Insurance Plan which is offered through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Part-time employees will be on a prorated pay status depending on hours worked.

2. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee’s wages into the Profit Sharing Plan.

3. The Tribe offers General Leave to part-time employees as stated below:
   - Regular Part-time 30-37 hours/week
   - Regular part-time 20-29 hours/week
   - Vacation/GL – 12 hours/month
   - Illness/GL – 8 hours/month

4. The Tribe observes a total of 11 paid holidays.

"The Hub of the Chippewa Nation"
Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road
Bayfield, WI 54814
Phone: 715-779-3700 Fax: 715-779-3704
Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

POSITION: Early Head Start Center Based Teacher – 1 Position

LOCATION: Red Cliff Early Childhood Center

WAGE: $10.00-$14.00 per hour depending on educational qualifications

SUPERVISOR: Head Start-Early Head Start Director

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

JOB SUMMARY: Serve as one of two primary teachers for an assigned group of eight infants or toddlers in a center-based environment. Early Head Start child/teacher ratio is 4:1. Responsible for co-planning and implementing educational programs with co-teacher for children ages zero to 3 year old which reflect best practices and integration of Ojibwe language and culture.

EHS teachers are required to share all responsibilities within their classroom and create an environment of nurturance and sharing with all children. Each teacher must be able to have open communication with co-teacher regarding daily operation of classroom and child/parent needs.

DUTIES AND RESPONSIBILITIES:
1. Must maintain confidentiality of all child and family information and records.
2. Cultural sensitivity required.
3. Must demonstrate competency to provide effective and nurturing teacher-child interactions.
4. Ability to work effectively and cooperatively with staff, parents, community members, and other support systems in the best interest of the child.
5. Plan and implement group and individual learning experiences that ensure effective curriculum implementation and use of assessment to promote children's progress across the Head Start Early Learning Outcomes Framework: ages Birth to Five and any state applicable early learning and development standards for all students.
6. Must integrate child assessment data in individual and group planning.
7. Promotion of a safe, attractive and stimulating physical environment for infants and toddlers and also establishing and maintaining consistency.

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8. Reinforce positive self-image, pride, and cultural identity with infants and toddlers during all activities.
9. Must collaborate with each child's parent/guardian and with parental consent, must complete or obtain a current developmental screening to identify concerns regarding a child's developmental behavioral, motor, language, social, cognitive, and emotional skills within 45 days of child's enrollment and then when needed.
10. Meal times with children are in a family setting with teachers sitting at the table and engaging in conversation with the infants and toddlers. Infants and toddlers are encouraged, but not forced to eat or taste. Encourage toddlers with self-help and independence skills by involving them in set up and cleanup activities.
11. Maintain accurate daily records on attendance, daily intake, medical log, infant and toddler eating/sleeping/toileting information for distribution in child file and to parents as well as other required forms.
13. Assist the family, child, and other relevant staff in developing an Individual Family Services Plan (IFSP) or Individual Education Plan (IEP) for special needs children.
14. Conduct two home visits and two parent-teacher conferences annually per family as stated in the Federal Performance Standards.
15. Maintain and document all contacts with parents. Develop and maintain a professional relationship with parents of children enrolled in program.
16. Collaborate with other staff, parents, and community resources to incorporate Ojibwe language and culture into daily activities and curriculum.
17. Work with county, tribal and community service providers in order to provide necessary services to the Early Head Start child and their parents.
18. Mandatory attendance at all ECC Coordinated Service Team and Mental Health Consult meetings for children in your care or must work with Education Manager/EHS director in advance.
19. Must attend and participate in EHS meetings, all staff meetings and any other meetings as requested.
20. Notify supervisor in advance of any known absences you will have. Center based teachers are responsible for arranging their own qualified substitute in your absence.
21. Must participate in coordinated coaching strategies to identify strengths and areas of need and support of professional development and quality improvement, including job related training as required.
22. EHS program equipment must remain within the ECC, and cannot be used outside of the ECC unless you have prior permission by your supervisor to use outside of the center. Violations of this policy will result in disciplinary action.
23. Adhere to all ECC policies and procedures and insure that Head Start Performance Standards are being met.
24. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**KNOWLEDGE:** Knowledge of Ojibwe culture and language.

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QUALIFICATIONS:
1. Minimum of associate degree in early childhood education is required. Related degrees may be considered based on coursework completed (transcript review required). OR
   a. Applicants can be considered who are currently enrolled in an associate degree early childhood program or who have acquired a minimum of 15 early childhood credits.
   b. Applicants can be considered if they have completed a Child Development Associate (CDA) credential or comparable credential and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development.
2. Prefer a Bachelor’s degree in early childhood education or closely related field (transcript review required if degree not in early childhood).
3. Mandatory infant/toddler course needed or immediate enrollment in online class during probationary period if hired.

SPECIAL REQUIREMENTS: Also required are: five year health exams, initial TB test and annual TB questionnaire, immunizations including Hepatitis B (or sign waiver), mumps vaccine (or waiver or proof of immunization) and required trainings such as confidentiality, CPR, Shaken Baby Syndrome, Sudden Infant Death (SIDS), etc.

SUPERVISORY AUTHORITY: None

PERSONAL CONTACTS: Collaboration with local, state, and national collaborating partners, with particular emphasis on networking with parents, extended families, and the Red Cliff community

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as long as the staff disability does not create an undue risk of injury to any enrolled children in the classroom.

Must be physically able to work with young children and must be able to regularly lift and/or move up to forty pounds; twenty pounds overhead and forty pounds from waist to shoulder; occasional lifting of fifty pounds is required and must be able to push/pull up to fifty pounds horizontally.

Required to stand, walk, climb or balance, stoop, kneel, crouch or crawl when working with small children. Required to use hands to finger, handle or feel objects, keyboards, tools or controls, reach with hands and arms, speak and hear, and ability to operate keyboard (computer).

WORK ENVIRONMENT: Primary work environment is in a 0-3 year old Early Head Start center-based classroom in the Red Cliff Early Childhood Center. All Tribal Buildings are smoke free.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

"The Hub of the Chippewa Nation"
BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Name or Image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer’s discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:
1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: June 6, 2019
DEADLINE: Open until filled

FOR FURTHER INFORMATION:
Red Cliff Band of Lake Superior Chippewa
Human Resources
88455 Pike Road
Bayfield, WI 54814
www.redcliff-nsn.gov
ashley.poch@redcliff-nsn.gov
diane.cooley@redcliff-nsn.gov

(715)779-3700 ext. 4268 or 4267

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

"The Hub of the Chippewa Nation"
All Early Childhood Center employees must submit mandatory criminal background check information to Human Resources Department with application. Per WI Department of Children & Families (DCF) Bureau of Early Care Regulation (BECR) Memo 2014-03, all licensed child care center employees much complete a one-time fingerprint-based background check on all employees by December 31, 2015. Every year thereafter, a name-based background check through the Department of Justice (DOJ) must be conducted annually or following any conviction occurring after commencement of employment.

45 CFR 1301.31 requires preference be given to qualified current or former parents of Head Start/Early Head Start children as position vacancies occur.

EMPLOYEE BENEFITS PACKAGE

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:
1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60% of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of $15,000 is included at no cost to all employees. Spouses are covered at $7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee’s wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 11 paid holidays.

“The Hub of the Chippewa Nation”
JOB DESCRIPTION

POSITION: ECC Substitute Assistant Teacher/Support Staff

LOCATION: Red Cliff Early Childhood Center

WAGE: $9.00 - $10.00 depending on qualifications

SUPERVISOR: Program Director

THIS IS AN ON-CALL POSITION

JOB SUMMARY: Replacement for ECC teacher or support staff and provide a safe, healthy, friendly, caring and nurturing environment for children ages 0-5.

RESPONSIBILITIES:
1. Must attend confidentiality training and must maintain confidentiality of children/classroom each day.
2. Must follow ECC and Red Cliff Tribal policies and procedures as introduced during orientation.
3. Assist teacher or ECC staff member with daily supervision and interaction with children; supervision during meals/snacks/naps; follow ECC Policies & Procedures for best practices with children; praise and reinforce positive behavior.
4. Assist teachers with facilitation of classroom activities and support children’s self-direction during individual, small and large groups.
5. Reinforce positive self-image and promote positive self-esteem of all children.
7. Assist teacher in encouraging independence and self-help skills such as set-up and clean-up at meals, snacks and play time throughout the day.
8. Eat meals with children and encourage mealtime in a family setting. Food is never used as a punishment or reward.
9. Must maintain safety and health practices and regulations when working in kitchen.
10. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and

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responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE: Knowledge of Ojibwe language and culture highly desirable; cultural sensitivity required.

QUALIFICATIONS:
1. Must be 18 years of age or older.
2. Minimum of high school diploma, HSED or GED required.
3. Complete a minimum of 15 paid shadow hours in the classroom and 8 paid shadow hours in the kitchen prior to actual subbing at ECC.
4. Preference for an associate’s degree in Early Childhood Education/related field but not required.
5. Ability to work cooperatively with staff, parents, community members, and other child support systems in the best interest of children is required.
6. Must pass health examination, obtain required immunizations/vaccines including TB test, Hep B (or waiver); mumps vaccine (or waiver or proof of immunity).
7. Must be physically able to work with young children, including lifting a minimum of 40 pounds; occasional lifting of fifty pounds is required.
8. Must adhere to Early Childhood Center standards of conduct, serving as a positive role model in the community.

PERSONAL CONTACTS:
Collaboration with local, state, and national collaborating partners, with particular emphasis on networking with parents, extended families, and the Red Cliff community

PHYSICAL AND SPECIAL REQUIREMENTS: Must be physically able to work with young children, initial health exam, TB test, immunizations including Hepatitis B (or sign waiver), and required trainings such as confidentiality, CPR, etc.

WORK ENVIRONMENT: Primary work environment: classrooms, outdoor play spaces, kitchen. All Tribal Buildings are smoke free.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Image or Name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

"The Hub of the Chippewa Nation"
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APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:
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2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: October 16, 2019
DEADLINE: Applications accepted year round

FOR FURTHER INFORMATION CONTACT:

Red Cliff Band of Lake Superior Chippewa
Human Resources Department
88455 Pike Road
Bayfield, WI 54814
www.redcliff-nsn.gov
ashley.poch@redcliff-nsn.gov
diane.cooley@redcliff-nsn.gov

(715) 779-3700 ext. 4268 or 4267

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All Early Childhood Center employees must submit mandatory criminal background check information to Human Resources Department with application. Per WI Department of Children & Families (DCF) Bureau of Early Care (BECR) Memo 2014-03, as of 12-31-16 all licensed child care center employees must complete a one-time fingerprint-based background check on all employees. Every year thereafter, a name-based background check through the Department of Justice (DOJ) must be conducted annually or following any conviction occurring after commencement of employment.

"The Hub of the Chippewa Nation"
45 CFR 1301.31 requires preference be given to qualified current or former parents of Head Start/Early Head Start children as position vacancies occur.
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<td>5B OATMEAL, WG TOAST, PBJ, APPLES</td>
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<td>L HAM/POT SP, BR STIX, SQUASH, PINEAPPLE</td>
<td>L PIZZA, GR BEANS, CANTALOUPE, YGT</td>
<td>L PORK CHOPS, PEAS, APPLESauce, WG BUN</td>
</tr>
<tr>
<td>S APPLES/ST CHEESE</td>
<td>S CARROTS/PB</td>
<td>S BANANA TR/CHEESE</td>
<td>S CUCUMBERS/CC DIP</td>
<td>S M ORANGES/GOLDFIS</td>
</tr>
<tr>
<td>9B FR TOAST STIX, YGT, APPLESauce,</td>
<td>10B WG KIX, BERRIES, cc, ENG MUFFIN</td>
<td>11B HB OATS, BANANA, YGT</td>
<td>12B MALT MEAL, BERRIES, CC, OATMEAL RND</td>
<td>13B RICE CRISPIES, BANANA, YGT, MUFFIN</td>
</tr>
<tr>
<td>S CR CHIX/BISCUIT, PEAS, TR FRUIT, CC</td>
<td>L BEEF VEG SP, WG BR STIX, CANTALOUPE, YGT</td>
<td>S CHEDDAR GF/MILK</td>
<td>S TRAIL MIX/MILK</td>
<td>S VEGGIE STRW/MILK</td>
</tr>
<tr>
<td>S BEET CHIPS/MILK</td>
<td>S FR CUP/WG CRACKER</td>
<td>S HAM, POTATO, PEAS, PINEAPPLE, WG BUN</td>
<td>S PORK CHOPS, M ORANGES, YGT, GR BEANS</td>
<td>L CHIX NUGGETS, FRIES, PEARS, GR BEANS</td>
</tr>
<tr>
<td>16B MALTO MEAL, PEACHES, WG TOAST</td>
<td>17B WG CHEERIOS, STRAWBERRY, CC, BAGEL</td>
<td>18B KIX, BANANA, YGT, MUFFIN</td>
<td>19B EGGS, WG TOAST, PB, TRKY BACON, PEARS</td>
<td>S RICE CAKES/JUICE</td>
</tr>
<tr>
<td>S PRETZEL/MILK</td>
<td>S PITA CHITS/HUMMUS</td>
<td>S GR CRACKER/MILK</td>
<td>S GF/MILK</td>
<td>S CUCUMBERS/CC DIP</td>
</tr>
<tr>
<td>L CR BROCC SP, CHEZ SND, CANTALOUPE, YGT</td>
<td>L BEEF STEW, WG BISCUITS, PEAS, MANGO</td>
<td>S CHIX, CORN, POTATO, WG BUN, TR FRUIT</td>
<td>L KIELBASA, CORN, BB REDS, PINEAPPLE</td>
<td>Home base</td>
</tr>
<tr>
<td>S PEARS/CC</td>
<td>S CARROTS/MILK</td>
<td>S BERRY PIZZA</td>
<td>S BROCCOLI/CC DIP</td>
<td>Social 10-12</td>
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<td>WINTER BREAK</td>
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<tr>
<td>Menu Subject To Change</td>
<td>Skim milk served with meals</td>
<td>Whole 1-2 yr</td>
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