

**Wabanung Campus**  
770 N. Main St  
L'Anse, MI 49946  
Phone: (906) 524-8400  
Fax: (906) 524-8420



**Arts & Agriculture Center**  
15211 Pelkie Rd  
Pelkie, MI 49958  
Phone: (906) 524-8903  
Fax: (906) 524-8420

***KBOCC Mission Statement:** As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

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### **JOB DESCRIPTION**

**POSITION:** Little Eagles Preschool Teacher Aide

**DEPARTMENT:** GSRP (Federal Work Study)

**SUPERVISORY CONTROL:** GSRP Director

**SALARY:** \$15.00 per hour (up to 20 hours per week)

**SUMMARY:**

This is a Federal Work Study position under the Great Start Readiness Program (GSRP) at the KBOCC Little Eagles center.

**QUALIFICATIONS:**

- Currently enrolled as a KBOCC student
- Ability to understand and follow oral and written instructions and work cooperatively with a team
- Ability to maintain a positive attitude, patience, and a genuine interest in working with children
- Ability to lift 50 pounds unassisted
- Excellent communication skills preferred
- Reading comprehension and good interpersonal skills
- Microsoft Excel and Word proficiency preferred
- Ability to carefully and efficiently manage time and priorities
- Ability to maintain confidentiality

**Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):**

Crimes of violence	Sexual assault
Molestation	Exploitation
Contact with or prostitution	Crimes against persons
Offenses committed against children	Child abuse or neglect

## **DUTIES AND RESPONSIBILITIES:**

- Work under the supervision and guidance of the classroom teacher
- Work as a member of the teaching team in the preschool classroom by implementing developmentally appropriate experiences for 4-year-old children
- Assist in maintaining a clean, safe, and orderly physical environment
- Under teacher guidance, provide activities and experiences designed for all areas of a child's development; physical, emotional, social, and cognitive through an integrated approach
- Extend children's learning by asking open-ended questions and/or making suggestions that stimulate children's thinking
- Maintain good standing in your academic program
- Other duties as assigned

## **PRE-EMPLOYMENT TESTS:**

Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

## **INDIAN PREFERENCE:**

Preference is given to qualified individuals of American Indian descent.

## **VETERAN PREFERENCE:**

Preference is given to qualified veterans (DD214 required).

## **DEADLINE TO APPLY:** Open until filled

*This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.*

**APPLICATION PROCEDURE:** Submit an official KBOCC application and any applicable supporting documents (letters of reference, transcripts, etc.) to:

KBOCC Human Resource Office  
770 N. Main St, L'Anse, MI 49946  
OR email [hr@kbocc.edu](mailto:hr@kbocc.edu) with all documentation

Official KBOCC applications can be found on our website:  
<http://www.kbocc.edu/employment/>