



Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 * Fax: (715) 478-5275

www.sokaogonchippewa.com



Position: Floater Teacher Assistant/Cook	Reports to: Early Childhood Director
Department: A-Binoojii Daycare/Child Development Center	

Position Summary:

Under the direct supervision of the Early Childhood Director, works cooperatively with teaching staff to carry out the responsibilities and duties of the child development center in order to meet the cognitive, emotional, social, and physical needs of A-Binoojii's children. The Floater Teacher Assistant/Cook is an entry level position and will prepare USDA Food program approved meals while keeping the kitchen and classroom areas clean and sanitary according to DCF regulations. This position will maintain adequate food supplies, kitchen supplies and nutrition records.

Qualifications:

1. Must be 18 years of age and have experience caring for children and cooking healthy meals/maintaining a clean, sanitary environment.

~And~

2. Have completed the non-credit courses "Introduction to the Child Care Profession" and "Fundamentals of Family Child Care."

All staff are required to have training in Shaken Baby, SIDS, Child Abuse and Neglect and complete CPR, First Aid and AED Training from the approved list from DHS.

All educational qualifications will be reviewed to insure minimum qualification levels are met for this position.

Essential Duties & Responsibilities:

Floater Teacher Assistant Responsibilities:

- Assist teachers in preparing daily classroom activities.
- Assist teachers in ensuring that children are taught and supervised in a consistent manner.
- Assist the teachers in ensuring all children are within sight and sound.
- Assist teachers in providing for daily needs and routines.
- Assist the teachers in ensuring all children are signed in and out daily utilizing the Daily Attendance Record.

Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-ewe-meing-gun-a-sepii



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- Assist the teachers in maintaining a safe and healthy environment. Share the responsibility of maintaining orderliness and cleanliness in the classroom to include but not limited to janitorial duties as assigned by teacher such as: sterilization of toys, sweeping and mopping of floors in bathrooms, entry way and kitchen as well as sterilizing of toilet and sinks, etc.
- Assist in planning and involving children in the preparation of nutritious foods and cleanup at meal time as appropriate.
- Assist with daily personal hygiene of the children such as diapering, feeding, tooth brushing, toileting, hand-washing, and resting.
- Share the responsibility of providing appropriate care for children with disabilities.
- Provide input to teachers for Parent/Staff Conferences, monthly individual child goal tracking and other center goals.
- Utilize the teachers/other staff and resource library for technical assistance.
- Attend meetings, training and continuing education as required.
- Maintain positive communication with parents as appropriate.
- Be a respectful, cooperative, and reliable team member and participate in program activities.
- Maintain confidentiality of all privileged information.

Cook Responsibilities:

- Prepare family-style meals that meet USDA Child and Adult Food Program requirements.
- Maintain nutrition records as required.
- Purchase food and supplies according to planned menu and seasonal availability.
- Store food and supplies properly and in accordance with regulations.
- Assist in planning and preparation of classroom nutrition activities.
- Clean and sanitize dishes, tableware, pot, pans, etc. in a timely manner.
- Maintain cleanliness of kitchen at all times.
- Ensure disposal of garbage each day.

The floater teacher assistant/cook:

- Treats all children with dignity and respects and allows for individual differences.
- Provides an atmosphere of acceptance and caring for each child.
- Contributes to a team effort and accomplishes related results as required.
- Is knowledgeable of or willing to learn Wisconsin State Licensing Regulations and Youngstar.
- Performs other duties as may be required or assigned.

Physical Demands:

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While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; and walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is generally performed in a childcare/nursery setting with a moderate noise level where employee may be exposed to unpleasant odors, hazardous material and infectious disease. Frequently walks, uses hands to finger, handle or feel objects, tools, or controls. Often required to stand and sit; reach with hands and arms; and stoop kneel, crouch, bend, squat or crawl. Extended hours and irregular shifts may be required.

***Must maintain a valid Wisconsin Driver's license as a condition of employment. *Must pass a background check, which will be performed on all applicants. *Must successfully pass a pre-employment drug screening.**

Native American Preference Policy

Send applications/resumes to:

Donna Vodar, HR Director

3051 Sand Lake Road

Crandon WI 54520

Posting Date: January 25, 2022

Phone: (715) 478-7663

Email: donna.vodar@scc-nsn.gov

Closing Date: February 10, 2022

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