



# White Earth Reservation Tribal Council

P.O. Box 418

White Earth, Minnesota 56591

Tel. (218) 983-4646

Fax (218) 983-4343

## CHAIRMAN

Terrance Tibbetts

## SECRETARY-TREASURER

Tara Mason

## DISTRICT I

Steven "Punky" Clark

## DISTRICT II

Kathy Goodwin

## DISTRICT III

Eugene "Umsy" Tibbetts

## White Earth Reservation Tribal Council Job Announcement

**Position:** Substitute Teacher

**Location:** W.E. Circle of Life Academy

**Pay:** \$18.75/Hr.

**Benefits:** none

**Open:** 11-13-17

**Close:** 11-17-17

**Status:** Part Time

The White Earth Reservation Tribal Council is seeking a qualified candidate to be responsible for carrying out the teaching duties of the regular classroom teacher when absent in order to ensure continuous, uninterrupted educational services to students.

- Carries out a program of study prescribed in the classroom/grade lesson plan.
- Ensure and created a classroom environment that is conducive to learning and appropriate for student through lecture, discussion and demonstration in subject area and grade level.
- Maintain student discipline in accordance with classroom and school policies and rules.
- Perform duties required to absent teacher such as; lunchroom duty, hall monitoring.
- Files all necessary/routine reporting such as; attendance, discipline and parent contract/reporting.
- Familiarity with Circle of Life Academy school procedures, school rules student discipline/behavior, policy/procedure, school & classroom schedules, extra-curricular activities, emergency procedures, evacuation routes.
- Files all necessary/routine reporting such as; attendance, discipline & parent contact/reporting.

### Knowledge, Skills & Abilities:

- Knowledge of the principles and methods of teaching individuals and groups.
- Knowledge of and the ability to follow the policies and procedures of the White Earth Tribal Council and the Circle of Life Academy.
- Knowledge of the school curriculum and scheduling.
- Skill in the use of computers.
- Skill at communicating with students, staff, and parents both orally and in writing.
- Ability to read, interpret, and implement teacher lesson plans.
- Ability to monitor student progress.
- Ability to identify and carry out creative teaching methods.

### Qualifications include:

- Bachelor's degree.
- Current Minnesota Substitute Teacher licensure preferred.
- Valid Minnesota Driver License.
- Must be able to pass a criminal background check and drug screening.

### Send applications to:

White Earth Tribal Council  
Attn: Personnel  
P.O. Box 418  
White Earth, MN 56591

### Download applications at:

[www.whiteearth.com](http://www.whiteearth.com)