



# WHITE EARTH RESERVATION

**CHAIR** Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque  
**DISTRICT I** Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Erickson

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## Job Announcement

**Position:** Head Start Cultural and Literacy Coordinator 1 or II

**Location:** White Earth

**Pay:** \$25.55/\$31.53hr. DOQ.

**Benefits:** Full

**Open** 02-17-25

**Close:** Until filled

**Status:** Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible to develop, maintain, and distribute instructional material relating to various ethnicities present on the White Earth Reservation with an emphasis on the Ojibwe culture and language and to promote school readiness and literacy in early childhood settings.

### Position outcomes:

- Incorporate Ojibwe culture and language to embed cultural knowledge into all areas of learning, while including learning activities that reflect the demographics of the White Earth Reservation.
- Recruit community experts to facilitate multi-cultural learning.
- Plan and facilitate the annual White Earth Head Start Powwow to provide a learning opportunity for Head Start children to experience and participate in a community Powwow.
- Promote literacy experience of children and families.
- Maintain and revise cultural and literacy in-service plans to ensure compliance with Federal, Tribal, and State regulations.
- Performs other duties and responsibilities as required or assigned.

### Knowledge, Skills and Abilities:

- Knowledge of principles and methods for curriculum, and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of the meaning and spelling of words, grammar and structure.
- Knowledge of traditional Ojibwe ways of being.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Monitoring/Assessing performance of yourself, other individuals, or organization to make improvements or take corrective action including time management.
- Teaching others how to do something.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **Qualifications:**
- Eminence credentials in Ojibwa culture and language preferred; or associate's degree and one (1) year experience in teaching the Ojibwe culture and language and willing to be on a Personal; Development plan starting within first (45) days, to accomplish either: Eminence or a bachelor's degree in early childhood education or Indigenous Studies (Level 2 Qualifier) within designated timeframe. Previous work with children and families preferred.
- **Valid MN Driver's License and proof of insurance for travel between sites.**
- **Valid CDL license with bus endorsement (Level 2 Qualifier)**
- **Flexibility working occasionally evenings.**

#### Mail Applications to:

White Earth Tribal Council

Attention: Personnel

P.O. Box 418

White Earth, MN 56591

Download Applications at: [www.whiteearth.com](http://www.whiteearth.com)