



# WHITE EARTH RESERVATION

**CHAIR** Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque  
**DISTRICT I** Raymond Auginaush, Sr. **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Erickson

## Job Announcement

**Position:** Early Childhood Special Education Coordinator

**Location:** White Earth

**Pay:** \$24.71/hr.

**Benefits:** Full

**Open:** 11-18-24

**Close:** 11-22-24

**Status:** Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for coordinating the development and implantation of curricula and training for early and school-age educational childcare providers that increases child development awareness and ensures school readiness through quality care in our White Earth Child Care Programs. This position is responsible for coordinating and developing the education components for grants, events and reports.

### Position outcomes:

- Support and manage ECSE paraprofessional staff in early childhood settings.
- Provide support, feedback, mentoring, and supervision to ECSE paraprofessionals through classroom observations and annual evaluations.
- Provide professional development opportunities and in-service to ECSE paraprofessionals.
- Provides administrative and clerical support to promote office efficiency, by relieving the staff of administrative detail. Coordinate supportive services.
- Coordinate communication between ECSE interventionist and White Earth staff serving ECSE students.
- Facilitate meetings between ECSE interventionist and White Earth staff serving ECSE students.
- Participate in IFSP/IEP meetings.
- Perform administrative functions, including IDEA Tribal Count Data Requirements, insure compliance with IFSP/IEP requirements and fiscal oversight of budgets.

### Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee and the Education department.
- Knowledge of the principles and practices of early childhood and family education programs and professional practices applicable to early childhood special education.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Knowledge of administrative and clerical procedures and systems such as work processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Knowledge of selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Knowledge of Understanding the implications of new information for both current and future problem-solving and decision-making.

### Qualifications:

- **A high school diploma or GED, and bachelor's degree in early childhood.**
- **Trainer cortication with Achieve or willingness to obtain it within (90) days of hire.**
- **Must have a valid MN Driver's License and proof of insurance for travel between sites.**
- **Must pass a criminal background check and drug screening.**

#### Mail Applications to:

White Earth Business Committee  
Attention: Human Resources  
P.O. Box 418  
White Earth, MN 56591

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

*EEO with Native Preference.*

*A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.*