

EMPLOYMENT OPPORTUNITY

**DEPARTMENT OF HUMAN RESOURCES
HANNAHVILLE INDIAN COMMUNITY
N14911 HANNAHVILLE B-1 ROAD
WILSON, MI. 49896
www.hannahville.net/documents**

3 EDUCATION AIDES – This is a 12 month full time position that provides individualized support and accommodations to students under the general supervision of administrators and a certified teacher; facilitates small groups and individualized instruction; assists the teacher in the preparation and management of classroom activities and performs clerical duties as required. Must be able to pass a background check and pass drug and alcohol testing.

QUALIFICATIONS: Associate degree. Previous instructional aide experience. Must be proficient in reading, math and grammar; possess concepts of child development and behavior. Experience working with students in a school setting. Ability to motivate and work well with children including those with disabilities; able to work independently; able to maintain records as required; ability to maintain calm in stressful situations and to effectively react to emergencies. Good communication skills. Quick thinking. Able to maintain confidentiality. Flexibility, adaptability, and creativity.

WAGE: \$12.00 an hour.

DEADLINE: *Open Until Filled.*

HOW TO APPLY: Submit completed **“Application for Employment”** to the Human Resources Department in the Tribal Administration building or download application and mail original by deadline date.

Employment selection made pursuant to the Hannahville Indian Community Tribal Employment Rights Ordinance (TERO) Title IV Chapter 3- Indian Preference.