

EMPLOYMENT OPPORTUNITY

**HANNAHVILLE INDIAN COMMUNITY
N14911 HANNAHVILLE B-1 RD.
WILSON, MI. 49896
www.hannahville.net/documents**

Language Program Classroom Aide (Floating) - This full time position located at the Hannahville Indian School will provide assistance to Language program instructors according to listed responsibilities, and where needed as directed by language instructors. The Aide will assist with class paper materials (duplication, cutting out, pasting, stapling); organization of paper materials (filing and handing back to students); keeping attendance; walking students to and from primary classrooms; preparing classroom with necessary materials and teaching objects before students arrive; grade assessments and record grades; attend language and culture school staff meetings, as well as department staff meetings.

Qualifications: Associate degree; Degree in Education or related field preferred. Prior experience in classroom desired; a working knowledge of Potawatomi Culture and History; must be willing to learn the Potawatomi Language; must have the ability to communicate effectively verbally and in writing; and must have the ability to establish and maintain effective working relationships with school staff, parents and students. Must be able to pass a background and drug and alcohol testing.

Wage: Hannahville Indian School Aide Scale with full time fringe benefits including health insurance, life insurance, 401 K, optional long and short term disability insurance, vacation and sick leave, and holiday pay.

To Apply: Submit completed Application for Employment to the Human Resources Department in the Tribal Administration building by Friday, **September 21, 2018** or www.hannahville.net/documents and submit **completed application and mail original by due date postmarked.** Preference given to qualified Native Americans.