

**Lower Brule Sioux Tribe  
Head Start Program  
Job Announcement**

**JOB TITLE:** Child Development Aide

**JOB CLASS:** Level IV

**JOB SUMMARY:** Under the supervision of the Head Start Child Development manager, will perform all services related to the documentation of child growth and development as indicated by the “school readiness” goals and objectives. Will be responsible for other duties as directed by the Child Development manager.

**ILLUSTRATIVES DUTIES**

- To assist the children in each classroom to gain on their development skills, so that they may be on an equal level of development in cognitive, speech/language, motor and social skills, when they level Head Start and go to Kindergarten.
- Shall within 45 days of each child’s enrollment obtain linguistically and age appropriate screening regarding a child’s development, sensory (visual/Auditory), behavioral, motor, language, social, cognitive, perceptual and emotional skills.
- Shall provide for documented follow-up and treatment.
- Will provide to parents any assistance necessary to complete all prescribed follow-up.
- Documents creative curriculum with selected data (as described in job description).
- Prepares education materials under the supervision of Child Development Manager
- Be available for two parent-teacher conferences.
- When necessary works with children and their families
- Will assist with all Head Start activities.
- Transportation/
- Performs other related duties as assigned, to complete the goals of Head Start

**QUALIFICATIONS (*Skills, Knowledge & Abilities*)**

- Must have high school diploma or GED
- Must have computer skills
- Must be able to pass a background check prior to hire
- Must pass drug test prior to hire
- Must be a minimum of 18 years
- Must be able to pass physical and medical requirements
- Knowledge of Lower Brule community and Lakota Culture preferred
- Knowledge of Head Start program or other related child care program preferred
- Ability to get along with co-workers
- Ability to be courteous to children and parents
- Must be willing to participate in further education and training as directed by the Child Development Manager

**To Apply: Submit LBST application to: Huma Resources Office  
Lower Brule Sioux Tribe  
187 Oyate Circle  
Lower Brule, SD 57548**

**Opening Date: 12/06/21**

**Closing Date: Until filled**