

EMPLOYMENT OPPORTUNITY

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

EDUCATION AIDE – This is a 12 month full time position that provide individualized support and accommodations to students under the general supervision of administrators and a certified teacher; facilitate small groups and individualized instruction; assist the teacher in the preparation and management of classroom activities and perform 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: **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.