



**SOKAOGON
CHIPPEWA
COMMUNITY**
Mole Lake Band

Position:	<i>Daycare Teacher</i>
Location:	<i>A-Binoojii Child Development Center</i>
Hours:	<i>Full-time, 40 hours per week</i>
Salary:	<i>Commensurate with Education/Experience</i>
Reports to:	<i>Daycare Director</i>

Job Summary:

The Daycare Teacher is responsible for planning, coordinating and implementing quality learning experiences and care for infants, toddlers and/or preschool age children. Create learning environments that are cognitively stimulating and foster children's emotional, social, physical and cognitive growth utilizing developmentally appropriate practice and educational learning goals based on the Wisconsin Model Early Learning Standards (WMELS) developed through classroom observation and child/program assessments.

Duties and Responsibilities:

- Plans and facilitates a developmentally appropriate curriculum based on WMELS along with planning and executing transitions from one activity to another.
- Observe and assess young children.
- Prepares materials and supplies needed for daily activities.
- Guides children in exploring their interests, building self-confidence and self-esteem.
- Directs children and assists with Activities of Daily Living (e.g. eating, resting, exercising and toileting).
- Helps children develop habits of caring for personal items and picking up and putting away toys and books.
- Maintains daily health and safety routines and standards according to established policies and procedures.
- Assists in disinfecting facility and items on a daily basis.
- Accurately record each child's progress and growth; confers with parents as needed.
- Maintains daily progress reports, activity logs and accident reports.
- Assist in maintaining educational and activity calendars.
- Serves meals and refreshments and regulate rest periods.
- Assists in preparing food and cleaning as necessary.
- Advocates for improvement of early childhood education and the A-Binoojii Daycare.
- Maintains professional knowledge by attending meetings, conferences and educational workshops.
- Treats all children with dignity and respect and allows for individual differences by providing an atmosphere of acceptance and care for each child.
- Maintains strict confidentiality at all times.
- Contributes to a team effort.
- Must have a working knowledge and be able to adhere to all tribal ordinances, policies and procedures, EPA permitting process, THPO permitting process and any other regulations that are applicable to the grant projects.
- Perform other duties as required or as assigned by supervisor.

Qualifications (Education, Experience, Knowledge, Skills, Abilities):

- High School diploma or equivalent is required.
- Associated Degree or higher in Early Childhood Education or Child Care preferred.
- Requires a minimum of 80 credited hours of experience in a licensed early childhood program, or willingness to complete provided training.
- Requires 12 early childhood education credits and Registry Level 9 certification, or willingness to complete required training.
- Excellent verbal and written communication skills.
- Willing to attend and travel for training.
- Must have a valid driver's license.

Pre-employment/random drug tests and a background check will be required for this position.

Native American preference is granted according to PL 93-638

Submit completed applications and resumes to:

Sokaogon Chippewa Community

Human Resources Department

3051 Sand Lake Road

Crandon WI 54520

(715) 478-7663

Email: hr@scc-nsn.gov

Posting Date: January 14, 2026

Closing Date: Until Filled