Santee Sioux Nation

TRIBAL ADMINISTRATION / OFFICE OF HUMAN RESOURCES
SIDNEY A. TUTTLE, SR. HRD

Chairman: Alonzo Denney
Vice-Chairman: Kameron Runnels
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Howe Creek Dist. Rep.: Carrie Rouillard

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Santee Dist. Rep.: Vietta Swalley
Bazile Creek Dist. Rep.: Sandra Henry

VACANCY ANNOUNCEMENT

Position:	Teacher Aide
Department:	Takoja Tipi Daycare
Supervisor:	TTD Director
Classification:	NON-EXEMPT
Status:	FTE 40 HOURS PER WEEK, PERMANENT
Supervisory:	NO
Salary:	$15.00 or DOQ
Posted:	10/29/26 – 11/12/2026

GENERAL OVERVIEW:

Job Summary: This position will be primarily focused in working directly with the children at the TTD facility implementing any curriculum adopted by the program. This position works directly under the Program Director and along side other TA's in a supportive system that rotates to ensure every employee becomes acquainted with all aspects of responsibilities in the program.

DUTIES AND RESPONSIBILITIES:

- Assist staff with both long and short-range activities in accordance with curriculum objectives, develop mentally appropriate practice and program philosophy.
- Maintain daily open communications with parents
- Maintain confidentiality
- Maintain a safe and healthy environment
- Attend in-service and staff meetings
- Meet all applicable licensing regulations
- Make and file accident reports, make sure parents are informed
- Assist in preparing food for children and serve meals and refreshments to children and regulate rest periods
- Read to children, and teach them simple painting, drawing, handcrafts, and songs
- Organize and participate in recreational activities
- Organize and store toys and materials to ensure order in activity areas
- Sanitize toys and play equipment daily

- Sanitize bottles and prepare formulas
- Clean and Sanitize Daycare facility as scheduled or as directed
- Identify signs of emotional or developmental problems in children and bring them to the parents or guardians attention
- Any other duties as assigned by the Director

Key Skills & Attributes

- Ability to prioritize competing tasks efficiently and meet deadlines.
- Cultural sensitivity to and experience with Dakota culture, values, language and lifestyles.
- Dependable and punctual.
- Excellent time management skills.
- Highly organized and detail oriented.
- Respect for confidentiality and adherence to proper protocols for handling sensitive information
- Strong interpersonal skills and the ability to build relationships.
- Must be willing to travel for training.

Standard of Performance:

- Attend mandated training and obtain required certifications
- Perform high quality work
- Show initiative and dependability on the job
- Maintain client confidentiality
- Practice cultural humility in work with tribal people, families and communities

Conditions of Employment:

1. Adhere to the Drug and Alcohol polices of the Santee Sioux Nation
2. The selectee is required submit to pre-employment drug testing.
3. Selectee is required to submit to finger printing for investigative background purposes. Under PL 101-630 Indian Child and Family Violence Protection Act persons who have been arrested for or charged with a crime involving a child or violent crime against a person, are not eligible for employment with the **Takoja Tipi Daycare**.

Basic SSN Qualifications (Required):

- Dedication to the goals of the Santee Sioux Nation
- Minimum four-year college degree or professional and community experience; and one year of professional work experience strongly "preferred", but "not required."
- Experience working with American Indians and/or Alaska Natives.
- Demonstrated knowledge and experience in using technology/social networking as a positive community outreach and awareness tool.
- Demonstrated leadership experience, including program development and management.
- Exceptional verbal and written skills.
- Ability to work effectively both independently and as part of a team.

- Competency in Microsoft Word, Excel and PowerPoint.
- Knowledge in digital file management such as Google Drive, Dropbox, etc.
- Must be self-motivated and show initiative in working without close direct supervision.
- Subject to Motor Vehicle and Criminal Background checks.

SSN Benefit Package:

- **Weekly PTO Accrual, "beginning" at 4 hours per week**
- **401(k) Opportunity, 3% Match**
- **Health Insurance - FEHB, Health Care Benefit Option**
- **Educational Leave Program for the Nebraska Indian Community College**
- **Paid Holidays, including Tribal observances**
- **Qualifying Retention Bonus's**
- **Qualifying Bereavement Leave**
- **Professional Development Opportunities**
- **In-house Savings plan (financial support)**

EMPLOYMENT CONDITIONS: The Personnel Policies and Procedures of the Santee Sioux Nation apply to all employees. The position is considered to be an exempt "standard hour" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening and a successful evaluation. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

INDIAN PREFERENCE ACT: Preference in hiring given to qualified Native Americans in accordance with the Indian Preference Act. Applicants claiming, "Indian Preference" Must submit, along with their application, verification of enrollment of their spouse in Federally Recognized Tribe Indian.

VETERAN'S PREFERENCE: Preference in hiring is giving to qualified Veterans who have served in our Armed Forces and have been honorably discharged. Applicants claiming, "Veteran's Preference" Must submit, along with their application, a copy of their DD214. Active National Guard members must submit a copy of their Military Identification.

Special Employment Conditions:

1. Satisfactory results of extensive background checks- personnel are required to submit to initial and yearly background checks throughout their employment. This includes checks with the State registers (Child and Adults Abuse) and criminal history check with the State patrol, and Federal Bureau of Investigations.

2. Retain a valid driver's license and satisfactory driving record- personnel are at times required to use their personal or government vehicle. Current copies of a driver's license and personal vehicle insurance must be maintained on file with the manager & Office of Human Resources.

3. Satisfactory results of initial and random drug testing- personnel are required to submit to initial drug testing within one week of their hire dates and are subject to the Santee Sioux Nation Drug-Free Workplace Policy Act and random drug testing throughout their employment.

DISCLAIMER: This job description is intended to provide a general overview of the duties, responsibilities, and qualifications associated with this position within the Santee Sioux Nation Tribal Government. It is not an all-inclusive listing of employment expectations. The Santee Sioux Nation reserves the right to modify or assign additional duties as necessary to meet operational needs. All employees are subject to applicable Tribal laws, Personnel Policies and Procedures, and administrative directives. This job description does not constitute an employment contract or guarantee of continued employment.

EQUAL EMPLOYMENT OPPORTUNITY: The Santee Sioux Nation is committed to providing equal employment opportunities to all qualified applicants and employees without unlawful discrimination. Employment decisions shall be based on qualifications, experience, merit, and the operational needs of the Tribal Government, in accordance with applicable Tribal laws and policies. Indian Preference and Veterans' Preference shall apply in accordance with applicable laws and established Santee Sioux Nation hiring policies.

APPLICATION INSTRUCTIONS:

****YOU MAY PICK UP AN APPLICATION AT ANY TRIBAL PROGRAM OR AT THE TRIBAL ADMINISTRATION BUILDING, DAVID FRAZIER BUILDING.**
****ONLINE: YOU CAN GO TO WWW.SANTEESIOUXNATION.COM AND DOWNLOAD AN APPLICATION Or; Fill out an "on-line" application.**

APPLICATION PROCEDURES:
***2 forms of identification**
***Current working contact number**
***Completed application (partially completed not accepted)**
***Release of Information form completed**

Submit applications and resumes to the following address:

Santee Sioux Nation, Office of Human Resources
Attention: Sidney A. Tuttle, Sr., HRD
425 Frazier Ave. N. Suite 2
Niobrara, NE 68760-7219



11/02/2026

APPROVED **DATE**

Sidney A. Tuttle, Sr.,
Human Resource Director
Santee Sioux Nation