

Santee Sioux Nation

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

Chairman: Alonzo Denney

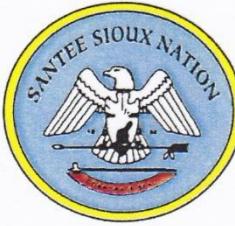
Vice-Chairman: Kameron Runnels

Treasurer: David Henry

Secretary: Andrea McBride

Hobu Creek Dist. Rep.: Byron Tuttle

Howe Creek Dist. Rep.: Carrie Rouillard



425 Frazier Ave. N. Suite 2

Niobrara, NE 68760-7219

Phone: (402) 857-2302

Fax: (402) 857-2367

Santee Dist. Rep.: Vietta Swalley

Bazile Creek Dist. Rep.: Sandra Henry

VACANCY ANNOUNCEMENT

Position:	Afternoon Teacher Aid – Toddler Room (18 – 36 months)
Department:	SSN HEADSTART PROGRAM
Supervisor:	SSN HEADSTART DIRECTOR
Classification:	NON-EXEMPT
Status:	FTE 40 HOURS PER WEEK, PERMANENT, (44 weeks per year)
Supervisory:	TBD
Salary:	\$16.95-\$18.00 DOQ
Posted:	01/13/2026-01/30/2026

GENERAL OVERVIEW:

Assist the morning teachers in a supportive role carrying out developmentally appropriate activities following a daily schedule. Promote the health, nutrition, and education of the children and to attend to their safety and welfare. Must have a high school diploma or GED.

Key Skills and Attributes:

- Assist in setting up the classroom environment for afternoon activities
- Observe and record behavior of children to assist morning teachers to identify each child's strengths and areas to grow
- Follow a consistent schedule which includes, small and large group experiences, free time, music and movement
- Assist with lesson planning for afternoon schedule
- Assist with family style meals at a table with a group of children
- Ensure that backpacks, coats, caps, etc are sent home daily
- Take turns as the afternoon bus monitor to ensure children are in the appropriate restraints
- Assist with diaper changing following a scheduled or when needed and document in the Bright Wheel tool
- 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.

Standard of Performance:

- Attend mandated training and obtain required certifications and must be willing to travel for meetings or training
- Perform high quality work
- Maintain good relationships
- Show initiative and dependability on the job
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Conditions of Employment:

1. Adhere to the Drug and Alcohol policies of the Santee Sioux Nation
2. Complete an initial drug test.
3. Have a valid Driver's License and a reliable vehicle
4. Selectee is required to submit 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 **Santee Head Start Program**.
5. Within 1 year of employment must be able to continue college classes to obtain a AA degree or higher in Early Childhood Education.

Program Specific Qualifications Required: (KSA)

- Prefer a Bachelor's degree, Minimum AA degree in Early Childhood Education or Child Development Associate (CDA) credential
- Knowledge of local services including social service agencies, medical service providers, and Tribal, County and Federal Programs.
- 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.
- Exceptional verbal and written skills.
- Ability to work effectively both independently and as part of a team.
- Must be self-motivated and show initiative in working without close direct supervision.
- Ability to maintain confidentiality
- 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. All offers of employment are contingent on the successful completion of a drug and alcohol screening. 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 an extensive background checks- personal are required to submit to an 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: THE INFORMATION ON THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES IN THIS POSITION. IT IS NOT DESIGNED TO CONTAIN, OR BE INTERPRETED AS, A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.

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.**

APPLICATION PROCEDURES:

- *3 forms of identification (State ID, Tribal ID and Social Security Card)**
- *Current working contact number**
- *MAILING ADDRESS**
- *Completed application (partially completed not accepted)**
- *Release of Information form completed**
- *Full Resume**
- *Letter of Intent**
- *Reference letters, 3 professional and 2 personal references**
- *Tribal enrollment verification (*if claiming Indian Preference)**

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**

Approved;



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

01/13/2026
Date