

**PENOBSCOT NATION**

TRIBAL ADMINISTRATION  
HUMAN RESOURCES



12 Wabanaki Way  
Indian Island, ME 04468  
TEL: (207) 817-7312

**JOB ANNOUNCEMENT:**

The Penobscot Nation is seeking  
applications for the following position:

**OPENING DATE: 5/16/2019**

**CLOSING DATE: Until Filled**

**TEACHER PICC  
(2 positions available)**

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**JOB STATUS:**

Teacher PICC

Career Field: Program Staff A-5

Pay Range: \$13.72 - \$17.89 per hour

Classification: Part-time, Regular, Hourly

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**LOCATION:**

Penobscot Nation

PIN Day Care Center

Indian Island, ME 04468

**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

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**QUALIFICATIONS REQUIRED:** This person must be at least eighteen (18) years old with a minimum of a High School Diploma or GED and at least three years of experience in a formal childcare setting. 2 years of post-secondary education in a childcare related field preferred. He/She must also have a sincere interest in working with children in this age group and the ability to work flexible hours. This person must also successfully undergo a character investigation, including a criminal background check and fingerprinting as required by P.L. 101-630. Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

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**HOW TO APPLY:**

-Applications are also available at [www.penobscotnation.org/departments/human-resources](http://www.penobscotnation.org/departments/human-resources), via email request at [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org), or call 207-817-7312 to request application package to be sent to you.

-Submit Completed Applications to [human.resources@penobscotnation.org](mailto:human.resources@penobscotnation.org)

Or submit to the Human Resources office at 12 Wabanaki Way, Indian Island, ME

Applications submitted after the deadline will not be considered

For further information, call 817-7312 or email at [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org)

## **JOB DESCRIPTION**

**POSITION TITLE:** Teacher PICC

**IMMEDIATE SUPERVISOR:** Family Support Specialist

**RATE OF PAY:** \$13.72 - \$17.89

**CATAGORY:** A-5

**STATUS/TERM:** Part-time, Regular, Hourly

**RESPONSIBILITIES:** To develop and implement curriculum-based activities for all children who attend the child care program at the Penobscot Nation.

**Duties include:**

1. Teach the children socially appropriate behavior.
2. Supervise children's activities and assist in preparation of meals and snacks.
3. Maintain attendance reports, meal counts and production reports.
4. Must actively participate in becoming accredited by the National Association for the Education of Young Children.
5. Communicate with the supervisor and parents about the children's behavior and progress.
6. Participate in all in-service training opportunities provided, as well as all individual and professional development
7. Maintain the cleanliness of the center, furniture, mats and toys at all times.
8. Perform other duties as assigned.

**KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS:** (education required/preferred, skills required/preferred, years of experience required/preferred)

This person must be at least eighteen (18) years old with a minimum of a High School Diploma or GED and at least three years of experience in a formal childcare setting. 2 years of post-secondary education in a childcare related field preferred. He/She must also have a sincere interest in working with children in this age group and the ability to work flexible hours. This person must also successfully undergo a character investigation, including a criminal background check and fingerprinting as required by P.L. 101-630. Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

**LICENSES/CERTIFICATES/REGISTRATIONS:** (driver's license, professional licensing/certification)

**PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS:** (physical requirements of position, job environment/conditions)

*Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures*

*External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request*