

**Lac Courte Oreilles
Head Start**



Head Start & Early

8837 N Trepania Road, Hayward, WI 54843

Phone: 715-634-8560

Fax: 715-634-0061

NOTICE OF VACANCY

(Substitute positions, called in as needed)

All positions require: High School Diploma or equivalent, pass background check in accordance with State and Federal Regulations, CPR, SBS, SIDS, TB and physical prior to hire. **(Training will be provided if needed).**

SUBSTITUTE TEACHERS (As Needed):

- Must be at least 18 years of age.
- High School diploma or equivalent.
- Child Development Associate CDA preferred.
- Associate degree in Early Childhood Education preferred.
- Willing to complete a CDA certification within one year of hire.
- Experience, working with preschool children preferred.

SUBSTITUTE BUS DRIVERS (As Needed):

- Must be at least 18 years of age.
- Must possess and maintain a valid school bus driver's license (CDL).
- Pass driving record check.
- Morning and afternoon bus runs as well as occasional school activity.
- Miscellaneous runs throughout the school year.

SUBSTITUTE KITCHEN COOKS (As Needed):

- Must be at least 18 years of age.
- Must possess updated/current Food Handler Certificate.
- Nutrition knowledge.
- Time management.

SUBSTITUTE MAINTENANCE/JANITOR (As Needed):

- Must be at least 18 years of age.
- High School diploma or equivalent.
- Must be physically able to perform heavy cleaning duties.
- Six months experience in janitorial work preferred.

Please submit application and attach any training certificates, to the address above.

ATTN: To see full job descriptions please contact Patricia Kakazu, Human Resources Director at the number listed.

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies and Procedures Manual.