



Lac Courte Oreilles Ojibwe School

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**Lac Courte Oreilles Ojibwe School**  
**SUBSTITUTES NEEDED**

**TEACHER AIDES:** On call as needed.

**DUTIES AND RESPONSIBILITIES:**

- Directly responsible to the classroom teacher
- Daily work assignment from classroom teacher
- Bring Students to and from special classes (Culture, Art, P.E., etc.)
- Assigned to playground, breakfast, lunch duty, hall duty monitoring
- Assist with classroom discipline
- Assist with small groups
- Correct student assignments and papers
- Run necessary errands
- Maintain bulletin boards
- Assist in the production of resource materials
- Perform other duties determined by the classroom teacher and/or building principal

**CUSTODIANS:** On call as needed.

**DUTIES AND RESPONSIBILITIES:**

- Daytime shift (7:00a.m.- 3:00p.m.) and Evening shift (2:00p.m.– 10:00p.m.) and (Monday through Friday.
- Report to the Maintenance Foreman for direction of custodial services in the School and;
- Clean and Sanitize restrooms using established practices and procedures and;
- Clean, dust, and wipe furniture, sweep, mop or vacuum floors, empty/clean wastebaskets and trash containers, replace light bulbs and refill restroom dispensers and;
- Follow instructions regarding the use of chemicals and supplies and;
- Removal of snow and debris from sidewalks and stairs around the School and;
- Support and enforce all policies of the Tribe and Federal government, such as OSHA; and
- Perform other related duties as assigned.

**FOOD SERVICE ASSISTANTS:** On call as needed.

**DUTIES AND RESPONSIBILITIES:**

- Directly responsible to the Food Service Manager.
- Assist in the preparation of all meals.
- Work cooperatively with fellow staff.
- Assist cleaning facility.



QUALIFICATIONS:

- Must submit to a background investigation, required.
- Must be supportive of the philosophy, concept, policy and procedures of the Lac Courte Oreilles Ojibwe School.
- Native American preference in employment.

*Please submit a letter of interest, LCO School-Waadookodaading job application forms, resume and credentials to:*

Lac Courte Oreilles Ojibwe School

8575 N Trepania Rd.

Hayward, WI. 54843-2191

ATTN: Preston Larson-HR Director

**ALL POSITIONS: OPEN UNTIL FILLED**