

Wabanung Campus
770 N. Main St
L'Anse, MI 49946
Phone: (906) 524-8400
(906) 524-8420



Arts & Agriculture Center
15211 Pelkie Rd
Pelkie, MI 49958
Phone: (906) 524-8903 Fax:
Fax: (906) 524-8420

KBOCC Mission Statement: *As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

Preschool Inclusion Aide – GSRP/Little Eagles

**ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE
OR THE APPLICATION WILL NOT BE CONSIDERED FOR EMPLOYMENT**

- ☐ Complete Keweenaw Bay Ojibwa Community College Application
- ☐ Three Current Letters of Recommendation
- ☐ Resume
- ☐ Cover Letter
- ☐ Copy of Unofficial College transcripts
- ☐ Copy of Driver's License
- ☐ If you are Native American/Indigenous, you must attach a copy of Tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD21

KBOCC Human Resource Office
770 N. Main St, L'Anse, MI 49946
Phone: 906-524-8402

OR

Email: hr@kbocc.edu with all documentation
Official KBOCC applications on our website:
<http://www.kbocc.edu/employment/>

Keweenaw Bay Ojibwa Community College does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

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JOB DESCRIPTION

POSITION: Preschool Inclusion Aide (Part-Time)
2026-2027 School Year
DEPARTMENT: GSRP/Little Eagles
SUPERVISORY CONTROL: GSRP Coordinator
SALARY: \$17.00 per hour (29 hours per week)

SUMMARY: This position is for a classroom aide to support the children of KBOCC Little Eagles and will provide direct support/services to students with disabilities and help support the teachers in implementing educational programs and services.

QUALIFICATIONS:

- Associate's degree in early childhood or child development or the equivalent; or a valid classroom CDA credential, or experience in the field.
- Strong desire to build and maintain positive relationships with young children.
- Experience working with children under the age of five (5) in a classroom or daycare setting.
- Must have or work toward current CPR and First Aide certification.
- Must be able to lift up to 50 pounds unassisted.
- Demonstrated ability to work well independently without direct supervision. Ability to represent the college in a professional manner.
- Ability to collaborate with staff members in the supervision and instruction of students.
- A high level of professionalism.
- Commitment to lifelong learning.
- Effective communication, interpersonal and organizational skills.
- Valid Driver's License with no restrictions.
- Experience with Microsoft Office applications
- Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):
 - Crimes of violence
 - Sexual assault
 - Molestation
 - Exploitation
 - Contact with or prostitution

- Crimes against persons
- Offenses committed against children
- Child abuse or neglect

DUTIES AND RESPONSIBILITIES:

- Perform required record keeping tasks such as data collection and maintaining logs or records.
- Maintain strict confidentiality of all child/family information and records.
- Communicate effectively with all school personnel and parents.
- Attend training and planning meetings, as required.
- Confer with staff regarding children's personal care needs as well as learning and behavioral needs.
- Meet the developmental needs of children.
- Recommend methods of modifying inappropriate behavior and encourage learning experiences.
- Confers with parents regarding facility activities, policies, and enrollment.
- Monitor and report behavior of students.
- Provides assistance to GSRP students in the classroom with attention to children with additional supports needed to be successful in their natural environment alongside their peers.
- Completes 16 hours of professional development each year.
- Assist GSRP students with positive behavior strategies.
- Maintain positive relationships with students, families, staff, administration, and the Community.

PRE-EMPLOYMENT TESTS: Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

INDIAN PREFERENCE: Preference is given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference is given to qualified veterans (need DD214).

DEADLINE TO APPLY: Internal posting available until August 19, 2026. External posting available August 20, 2026, and open until filled.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct, and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

APPLICATION PROCEDURE: Submit all required information to:

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OR email hr@kbocc.edu with all documentation.

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