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

Keweenaw Bay Ojibwa Community College

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

Position: Early Learning Inclusion Aide (Part-Time)

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 descendancy

□ 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:	Early Learning Inclusion Aide (Part-Time) 2026-2027 School Year
DEPARTMENT:	Ojibwa Early Learning Center
SUPERVISORY CONTROL:	Ojibwa Early Learning Center Coordinator
SALARY:	$15.60 - 17.00 per hour (up to 29 hours per week)

SUMMARY: The Early Learning Inclusion Aide provides individualized support to children with additional care and developmental needs, helping children safely participate in daily routines, learning activities, and peer interactions at Ojibwa Early Learning Center.

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 childcare setting.
- Must have or work toward current CPR and First Aid 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.
- 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 people	Offenses committed against children	Child abuse or neglect

DUTIES AND RESPONSIBILITIES:

- Provide individualized support to help children participate safely in classroom routines, learning activities, and interactions with peers.
- Assist children with transitions, communication, personal care, and other developmental needs while promoting independence.
- Implement positive guidance and individualized support strategies under the direction of the Coordinator.
- Collaborate with classroom staff to address children's care, learning, and behavioral needs.
- Observe and document children's participation, progress, and support needs, maintaining required logs and records.
- Share observations and daily updates with families in coordination with classroom teachers, maintaining confidentiality of child and family information.
- Attend required training and planning meetings and complete 16 hours of professional development annually.
- Maintain positive, professional relationships with children, 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 November 10, 2026. External posting available November 11, 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:

KBOCC Human Resources Office
770 N. Main St., L'Anse, MI 49946
OR email hr@kbocc.edu with all documentation.
Official KBOCC applications can be found on our website: http://www.kbocc.edu/employment/