

PERSONNEL

CHEYENNE & ARAPAHO TRIBES



****VACANCY ANNOUNCEMENT****

P.O. Box 8
Concho, Oklahoma 73022
(405) 422-7550
(405) 422-7552
Fax (405) 422-7765

POSITION: TEACHER, CHILD CARE DEVELOPMENT (ON-CALL)

LOCATION: CLINTON, OK

ISSUE DATE: May 19, 2011

CLOSING DATE: UNTIL FILLED

GENERAL DESCRIPTION:

The teacher is under the direct supervision of the Center Supervisor and is responsible for implementing the daily learning and care of all Center children. The teacher incorporates early educational learning guidelines in daily interactions with children and focuses on strong parent interaction/involvement. Maintain a safe and healthy learning environment. Assist in implementing the educational component of the child care center in accordance with established rules and regulations.

DESCRIPTION OF DUTIES:

- Manage the classroom program
- Supervise and guides each child's development
- Plan and organize classroom curriculum
- Work as a team with other teachers
- Provides feedback to members of the team
- Maintains appropriate records
- Works with the parents
- Participates in center events
- Adheres to all DHS and STARS licensing requirements
- Acquires annually 20 hours of Tier II or higher level training
- Maintain and upkeep of classroom environment
- Teaches in other classrooms if necessary
- Sanitize classroom to control the spread of germs once a week or as needed (infant and toddler equipment is sanitized daily)
- Sanitize restroom daily
- Work with others to ensure center laundry is completed (ALL STAFF)
- Assist in kitchen duties (food handlers required) as necessary
- Must work in a professional manner at all time
- Other duties as assigned

QUALIFICATIONS:

- **Teachers hired after July 1, 1995 are required to:**
 - A. Be at least 18 years of age
 - B. Have a high school diploma or GED or
 - C. Have completed the tenth grade and be in the process of obtaining a GED for a period not to exceed twelve (12) months
- Must have a valid Oklahoma driver's license
- Must pass a physical exam
- Must be able to lift 50lbs
- Must be physically fit to work daily with children
- Must demonstrate basic knowledge of early childhood development
- Must attend staff meetings as well as parent meetings when required
- Must submit monthly reports
- Must attend workshops
- Must have adequate transportation
- Must have skills to relate to the community in general
- Must pass a criminal background check
- Must pass mandatory drug and alcohol test
- Willing to work flexible work schedule
- Cheyenne-Arapaho preference

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 38

Concho, OK 73022

whaag@c-a-tribes.org

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.c-a-tribes.org