

*PERSONNEL*

**CHEYENNE & ARAPAHO  
TRIBES**

P.O. Box 167  
Concho, OK 73022  
(405) 422-7498  
FAX (405) 422-8222



**\*\*\*Vacancy Announcement\*\*\***

**POSITION:** Teacher  
**DEPARTMENT:** Child Care Program  
**LOCATION:** Clinton Development Center  
**ISSUED:** December 8, 2016      Until Filled

**PRIMARY RESPONSIBILITIES:** The Teacher 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.

**EXAMPLES 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 (in primary classroom and other classrooms)
- \* 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; and
- 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 12 months
- \* Must sign employee contract stating employee will attain CDA or Mastery Certification to maintain employment
- \* 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 and 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 167

Concho, OK 73022

Or e-mail: [atisdale@c-a-tribes.org](mailto:atisdale@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](http://www.c-a-tribes.org)