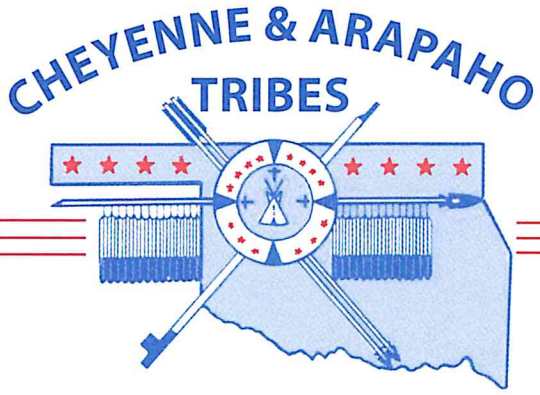
PERSONNEL



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

***** VACANCY ANNOUNCEMENT*****

POSITION: Master Teacher, Child Care Program
LOCATION: Clinton Development Center

ISSUED: March 21, 2016 **UNTIL FILLED**

PRIMARY RESPONSIBILITIES: The Master Teacher is responsible to the Center Manager and assists 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 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 as necessary
* Other duties as assigned

QUALIFICATIONS:

* Required to be at least 18 years of age and have one of the following:
  (A) AA/AS degree or higher with ECE/CD credit hours

(B) 30 credit hours with at least 12 ECE/CD credit hours
(C) Oklahoma Certificate of Mastery (Early Childhood Education or Child Development)
(D) Current Child Development Associate Credential or Current Certified Childcare Professional Credential
(E) Oklahoma Competency Certificate in Early Care and Education (Oklahoma Department of Career Technology and Education's Master Teacher Certificate ONLY).

* 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
* 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
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